Please fill out this form when you request a letter of recommendation. Give copies to teachers and to your school counselor.  *** You must make your request in person before making a request in Naviance. ***

<table>
<thead>
<tr>
<th>NAME</th>
<th>G.P.A.</th>
<th>ACT Score</th>
<th>SAT Score</th>
<th>Class Rank</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student ID</td>
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</tbody>
</table>

Mark the grade levels involved in all activities – 9,10,11,12

**SCHOOL SPONSORED ACTIVITIES**

- Big Brother/Big Sister
- Class Officer
- Distributive Ed. Club of America
- French Club
- Homecoming Court
- Huddle
- Latin Club
- Library/Office Aide
- Math League Tests
- National Forensic League
- National Honor Society
- Newspaper Staff/Bruin
- Off Broad Street Players/Drama
- Ohio Tests of Scholastic Achievement
- Peer Tutoring
- Science Club
- Spanish Club
- Student Council
- Student of the Month
- Vocational Advisory Board
- Vocational Industrial Club/VICA
- VOFT (Volunteering)
- Yearbook Staff

**MUSIC**

- Band
- Choir
- Flag Corp
- Jazz Band
- Show Choir

**ATHLETICS**

- Baseball
- Basketball
- Bowling
- Cheerleader
- Cross Country
- Football
- Golf
- Gymnastics
- Intramurals
- Lacrosse
- Pep Club/Little Sis
- Scorekeeper/Timer
- Soccer
- Softball
- Swimming
- Tennis
- Track
- Volleyball
- Wrestling

CONTINUED ON BACK
OUT OF SCHOOL ACTIVITIES

Church Activities (List below)  ________________  Scouts  ________________
Community Activities (List below)  ________________  Ski Club  ________________
Fellowship of Christian Athletes  ________________  Volunteering (List below)  ________________
4-H  ________________  Work Experience (List below)  ________________
Key Club  ________________
Other ____________________________________________

Please explain/give details about any church activities, community service, volunteering, or work experience noted above: (attach an additional sheet, if necessary)

List any special accomplishments, awards, or positions of leadership in any of the above listed activities: (attach an additional sheet, if necessary)

List three adjectives that your counselor could use to describe you in the college recommendation.

a. ___________________________  b. ___________________________  c. ___________________________

List the colleges to which you plan to apply: __________________________________________

What is your current goal as far as career or college major? __________________________________________

What do you consider to be your greatest strengths? Why? Give an example of a time that you demonstrated this strength.

Is there any other information you would like to share with me so that I can make an accurate appraisal of you to colleges, universities, or scholarship committees?