

# LETTER OF RECOMMENDATION REQUEST

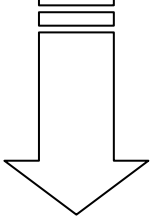
Two-week (10 school days) prior notice required

Student Name: \_\_\_\_\_

ID: \_\_\_\_\_

Requested of \_\_\_\_\_  
(Administrator, counselor, teacher)

Request Date: \_\_\_\_\_  
(At least 2 weeks notice)



**REQUEST PACKET** - In order to process your request you must submit:

- Brag Sheet:** Complete the brag sheet with thorough responses (prefer typed). Keep in mind, the more detailed your answers, the more specific and individualized your letter will be!
- Parent Supplemental Form:** Ask your parents to complete the Parent Supplemental Form.
- Resume:** Attach a resume summarizing school activities, community activities, honors & recognitions received.
- Personal Statement Essay:** Attach one or more personal statement essays (if required by organization).
- My List of Schools/Scholarship Organizations:** Complete the first three columns on My List of Schools/Scholarship Organizations form for each private school or scholarship to which you are requesting a letter of recommendation.
- If required to mail:** For each university that DOES NOT use the Common App, attach a pre-completed form, and a pre-addressed envelope with 2 stamps. (For large manila folders, use 4 stamps.)

Two-week (10 school days) prior notice required

## School Information

Glendale High School  
1440 E. Broadway  
Glendale, CA 91205

Phone: (818) 242-3161 Fax: (818) 244-6309

School Code: 051050

## Counselor Information

Lois Sheridan → [lsheridan@gusd.net](mailto:lsheridan@gusd.net) x. 4125  
Arsine Hovannesian → [ahovannesian@gusd.net](mailto:ahovannesian@gusd.net) x. 1114  
Olga Iraheta → [oiraheta@gusd.net](mailto:oiraheta@gusd.net) x. 2119  
Sarah Rosas → [srosas@gusd.net](mailto:srosas@gusd.net) x. 7114  
Jacqueline Tabor → [jtabor@gusd.net](mailto:jtabor@gusd.net) → x. 4136

## Parent Recommendation/Scholarship Information Sheet

**Please Note: Requests for letters of recommendation must be submitted at least two weeks prior to the mailing deadline.**

Your Student's Name: \_\_\_\_\_ ID # \_\_\_\_\_

Your Name: \_\_\_\_\_

Your student's counselor would appreciate your help in enabling them to do the best job possible in presenting your student while writing their letters of recommendation. Please answer the following questions as honestly and completely as you can.

**Financial information is optional, but is essential for determining scholarships based on need:**

Father's Occupation and College Attended: \_\_\_\_\_

Mother's Occupation and College Attended: \_\_\_\_\_

Family Gross Income: \$\_\_\_\_\_ Living with (check) \_\_mother \_\_father \_\_other

What elementary and middle school did he/she attend? \_\_\_\_\_

How many siblings does he/she have? \_\_\_\_\_

How many are currently attending college? \_\_\_\_\_ How many are college graduates? \_\_\_\_\_

1. What are two words to describe your child and why?

2. What are your child's greatest strengths?

3. Please share a story that demonstrates one of your child's distinguishing qualities:

4. How has your child changed or grown at Glendale High School?

5. Does your child's academic record accurately reflect their academic ability? Why or why not?

6. Are there any family special circumstances that may be helpful to mention?



4. Are there any outside circumstances that have interfered with your academic performance and/or your ability to get involved in school Life?
  
5. What is your greatest strength.? Share a story that demonstrates how you have used this strength .
  
6. Describe a weakness. How have you overcome it or compensated for it?
  
7. What are you most passionate about?
  
8. Describe any special talents, hobbies, interests, travels that have influenced your growth and character.
  
9. List five adjectives to describe you as a student /person.
  
10. What will you bring to the campus of the college you attend? How will you make it a better place?

## My List of Schools/Scholarship Organizations

Student Name \_\_\_\_\_ ID Number \_\_\_\_\_ Email Address \_\_\_\_\_

Possible College Majors \_\_\_\_\_ Career Goal/s \_\_\_\_\_

List anyone else writing you a letter of recommendation: \_\_\_\_\_

Fill in the first three columns for each private school:

Due date:	School/Program	Application Process	Items Submitted	Date Sent
		<input type="checkbox"/> Common App School <input type="checkbox"/> Non-Common App School *		
		<input type="checkbox"/> Common App School <input type="checkbox"/> Non-Common App School		
		<input type="checkbox"/> Common App School <input type="checkbox"/> Non-Common App School		
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		<input type="checkbox"/> Common App School <input type="checkbox"/> Non-Common App School		

\* Remember, if the university doesn't use the Common App, you must attach a pre-completed form, and a pre-addressed envelope with 2 stamps, for the counselor to use to submit your information.