

Confidential
Student Data Sheet

Employers, colleges, or scholarship donors often ask applicants to submit letters of recommendation. The purpose of this form is to help you organize information that is needed by the letter writer. While not all of this may be necessary for each situation, it is always better to have more information than less. In addition filling out this form will help you to do some thinking about your self that should assist with the entire application process including the essays. The Parent Brag sheet is optional but strongly suggested.

Guidelines

When requesting a letter of recommendation, be sure to:

- *Think of someone who knows you well; someone who knows your strengths
- *Ask them in person: Would you be comfortable writing a letter for me?
- *Give them the completed worksheet, and make an appointment to answer any questions after they have had time to read your information.
- *Provide plenty of time three weeks minimum, four weeks preferred; make certain the writer knows the deadline.
The counseling office requires 4 school weeks' minimum notice if there are forms to fill out in addition to writing a letter of recommendation.
- *Provide the writer with a stamped envelope, already addressed. Can serve as a reminder.
- *Be courteous; always follow-up with a thank you note to show appreciation. These letters take time.
- *Let the writer know how things turned out for you. The writer cares about you!

Today's Date _____

The Earliest Deadline: _____

Full legal name _____

Name you go by at Brent _____

Home telephone _____

Street Address _____

City _____ Zip _____

Your Email Address _____

Name of Parents _____

Live with parents? _____

If not, with whom? _____

Father's occupation _____

Mother's occupation _____

Number of children in family _____

Number in college (not counting you) _____

Testing

Test scores:

PSAT _____ V _____ M _____

SAT _____ V _____ M _____ WR _____

TOFEL _____

SAT Subject tests taken with scores if possible and plans:

AP Test Plans _____

Any other relevant tests _____

List by grade schools attended:

	Grade School Name	Location	Language of Instruction
7 th			
8 th			
9 th			
10 th			
11 th			

The 3 qualities I like best about myself are:

What are 3 qualities your teachers would say they like best about you?

What are 3 weaknesses of yours?

What makes you different from your peers?

What accomplishments, projects, papers or activities are you most proud of and why?

Describe how you have shown leadership skills:

Describe an activity (in or out of school) that has been most rewarding. How has that experience affected you?:

What are your favorite courses and why?

1.
Why:

2.
Why:

What areas or majors are you interested in studying while in college/university? Why?

Is your high school transcript an accurate measure of your ability? Why or why not?

How have you spent the past summers?

How has attending Brent helped you?

What do you hope to be doing ten years from now?

Paid Work experience: Note any work experience you have had during high school (including summers)

Position/Employer/ Length of time

1. _____
2. _____

Awards: List any awards or honors that you have received during high school. Please explain what they are if you think your counselor may be unfamiliar with the award or honor. (Can attach more paper.)

Name Date Sponsoring Organization

1. _____
2. _____
4. _____

List 5 schools you are considering (in order of preference) and tell me why you want to go there:

1. Why:

2. Why:

3. Why:

4. Why:

5. Why:

What is a hardship or problem you have had to overcome in your life? Tell me how you dealt with it and how it has changed you?

What honor, AP or college level classes have you taken?

Is there anything else you would like your letter writer to know about you?

Please rate yourself:	Below Average	good	Excellent	Outstanding
Academic motivation				
Academic creativity				
Academic self-discipline				
Academic growth potential				
Leadership				
Self-confidence				
Sense of humor				
Concern for others				
Energy				
Emotional maturity				
Initiative				
Reaction to setbacks				

Activities: Note below the SCHOOL and COMMUNITY activities that you have been involved with in high school.

Include VOLUNTEER WORK. List the activity, the year/s you were involved, and give details, such as office, position, role etc. Can attach more paper.

1. _____ **Grade** _____ **Position** _____

2. _____ **Grade** _____ **Position** _____

3. _____ **Grade** _____ **Position** _____

4. _____ **Grade** _____ **Position** _____

5. _____ **Grade** _____ **Position** _____

6. _____ **Grade** _____ **Position** _____

Please list three staff members you would like to serve as references for your letter writer. Make sure you ask the references first if they would be willing.

1. _____

2. _____

3. _____