

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

Email address where you can be reached over the summer [print neatly!]: \_\_\_\_\_

**Mrs. Hatlen**

**College Recommendation REQUEST Form – Class of 2017**

This form must be submitted **IN PERSON** to Mrs. Hatlen by **Friday May 20, 2016**

*Completion of this form does NOT guarantee a written recommendation; this is a REQUEST form. Mrs. Hatlen will read through the responses given below and make a decision to write or NOT write the college recommendation. Failure to complete this form by the due date will result in no letter of recommendation from Mrs. Hatlen. This is an opportunity to demonstrate your preparation for college. Mrs. Hatlen writes letters over the summer and they will be posted to Naviance in the fall. If Mrs. Hatlen needs additional information she will email you at the address that you listed above. Mrs. Hatlen reserves the right to refuse to complete your letter if this form does not demonstrate sufficient college-readiness. Mrs. Hatlen will notify you in person if she will accept or refuse this recommendation request by Monday June 6, 2016.*

**Directions:** Complete answers to the following questions with as much detail as possible. If you have poor handwriting, please type your answers. Your answers to these questions will determine whether your request is accepted or denied. The more specific you are the better the recommendation letter Mrs. Hatlen can write for you. If this space is not sufficient, you may write on the back of each sheet of paper with additional information for any question (or you can just type more into each space).

1.) What is your studio major? \_\_\_\_\_

2.) a.) I plan on applying to: *(check all that apply)*

- 4 Year Private Colleges       4 year SUNY Colleges       4 Year CUNY Colleges       Conservatory  
 Technical Colleges/Certificate Program       2 Year SUNY Colleges       2 Year CUNY Colleges  
 I *will* need Financial Aid and/or Student Loans       I *will not* need Financial Aid and/or Student Loans

Highest SAT Scores: Critical Reading: \_\_\_\_\_ Critical Writing: \_\_\_\_\_ Math: \_\_\_\_\_

b.) Please identify the major(s) that you are applying for or what profession you think you'd like to pursue: *(you must identify at least one)*

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

3.) Three Words: What three words best describe you as a student and as a person? Explain each word and provide an anecdote that illustrates why this word describes you.

1<sup>st</sup> Word: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2<sup>nd</sup> Word: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3<sup>rd</sup> Word: \_\_\_\_\_

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**4.) Effort, enthusiasm, participation.**

- a.) What was your grade for the class in the fall semester? \_\_\_\_\_
- b.) What was your grade on the last report card (2<sup>nd</sup> marking period of the spring)? \_\_\_\_\_
- c.) On a scale of 1-10 (1 = least effort and 10=most effort), rate *the effort* you have put in to this class and explain the evidence you have to prove this.

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- d.) On a scale of 1-10 (1 = least enthusiastic and 10=most enthusiastic), rate *your enthusiasm* in this class and explain the evidence you have to prove this.

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- e.) On a scale of 1-10 (1 = least participation and 10=most participation), rate *your participation* in this class and explain the evidence you have to prove it.

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- f.) Did you do your homework on time? How much time and effort did you put into each assignment?

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**6.) Please identify and explain experiences that you have had during high school (include the school year) that demonstrate your interest or skill in the major that you are applying for.**

*Ex: I want to be a history major and I have participated in the Historical Film Society, Culture Club and Student Council activities. These activities have helped me develop an interest in the ways history is portrayed in popular culture, gain insight on cultures and foods other than my own, and have experiences working as a team to create events and make decisions as a group. I have also participated in the summer program internship at the New York Historical Society where I worked with museum associates to catalogue new items in the museum and develop activities for students attending field trips to the historical society.*

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**7.) Please identify and explain your contributions to our school community. How have you helped improve our school? What legacy do you leave behind? How will you be remembered as a LaGuardia student? This is how I will begin your college recommendation, so please clearly articulate your answer to this question.**

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**8.) Please identify the extra-curricular activities you have participated in and the role that you played in clubs, organizations etc. Activities both in and out of school are acceptable. This should be a list, similar to your resume. Place the activities in **CHRONOLOGICAL ORDER**, include the **SCHOOL YEAR** and the **NAME OF THE ORGANIZATION** that you worked with and your **ROLE** in the activity so I can clearly identify it in your letter. (You may also attach a Resume instead of completing this section).**

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