IRONWOOD STUDENT PERSONAL INFORMATION SUMMARY

*Students will complete this form to accompany any request for a letter of recommendation for any staff member.*

*An online template of this form is available on the Ironwood Guidance Portal under “Recommendations”*

***All forms must be turned in two weeks before the deadline for college and scholarship applications****.*

***Expand each section as needed as you type in your answers.***

**A. General Student Information**

Print Full Legal Student Name: Click here to enter text. Date: Click here to enter text.

Address: Click here to enter text. City:Click here to enter text.

Zip: Click here to enter text.

Telephone Numbers: Home :(\_\_\_\_\_) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Student Cell: (\_\_\_\_\_) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of Birth: Click here to enter text. Month & Date Entered IHS:Click here to enter text.

At what level did you enter IHS: Choose an item. Graduation Year: Click here to enter text.

List honors courses taken during high school:

Click here to enter text.

List Advanced Placement classes taken, including test scores, during high school and those you are currently taking:

Click here to enter text.

**C. List your high school and outside activities *in order of importance* to you**. (Include all extra-curricular activities such as: athletics, clubs, Student Council, publications, special events, awards and also volunteer activities, committees, church activities. Organize it as shown below.) \***Please note -** Describe work experience and summer activities in subsequent sections, “H” and “I”.

**Activity, Sport, Award or Accomplishment Grade Level(s) Description of Involvement & importance to you**

Click here to enter text.

**D. Prizes and Awards** (List community and school awards you received during high school. These include Student of the Month, Captain of an Athletic team, Publication Awards, etc. Organize your response as shown below. )

**Prize or Award Title Grade Level Selection Process**

Click here to enter text.

**E. Special Interests and Hobbies** (Describe the activities you enjoy doing outside school and what you like about those activities. Activities include playing a musical instrument, skiing, hiking, mountain biking, painting, taking photographs, writing stories, etc.)

Click here to enter text.

**F. Community Service** (List volunteer activities in which you have participated during high school. Community service may include Humane Society, Public Library, Site Council, Relay for Life, Model UN, Key Club and NHS activities. Be specific! Use another sheet of paper if you require more room and attach it.)

**Organization Grade Level Describe Activities**

Click here to enter text.

**Total Number** of Community Service Hours: Click here to enter text.

**Out of all of your accomplishments (listed in items C-F) which one means the most to you and why?**

Click here to enter text.

**G. Affiliations** (List any organizations or clubs with which you are affiliated. E.g.: Elks, Kiwanis, Lions, Masons, Rotary, etc.

Click here to enter text.

**H. Work Experience** (If you have been employed **during any high school academic year**, please list those experiences in order of importance to you. Organize your response as shown below.) \***Please note -** Summer jobs should be listed in next section, “I”.)

**Job Title Employer Dates of Employment Approximate Hours per Week**

Click here to enter text.

**I. Summer Work and Activities** (List your most significant summer activities, including summer jobs, educational or leadership enrichment programs, and/or volunteer jobs. Organize your response as shown below.)

**Time Frame Activity or Job Title Length of Time** (i.e.: one week) **Benefits to you/What you Learned**

Click here to enter text.

**J. Personal Attributes/Strengths** (Describe yourself for the reviewer. Be specific and remember that your letter writer and/or scholarship person wants to truly know you and what you are like in academic and extra-curricular areas.)

* The three qualities that you like best about yourself are…? Fully explain.

Click here to enter text.

* What is your biggest area of weakness? Explain.

Click here to enter text.

* What leadership qualities do you possess? Give specific examples of each leadership activity.

Click here to enter text.

* What else would you like people to know about you?

Click here to enter text.

**K. Key Questions**

* To what colleges have you applied? Why?

Click here to enter text.

* In what are you planning to major during college and why did you choose this subject area?

Click here to enter text.

* What do you envision yourself doing *after* graduating from college?

Click here to enter text.

* What are your strengths in each of the following academic areas: English/History, Math/Science, Electives? Provide examples for each.

Click here to enter text.

* Where have you made the biggest difference in your high school and/or community over the past four years? Again, be really specific. Discuss how you know you made a difference.

Click here to enter text.

* What obstacle have you overcome and how would that tell a reader something important about you as an individual?

Click here to enter text.

**TEACHER INPUT FORM**

Teachers, I need your help in writing the very best recommendation possible for this student! Selection committees want to know “what distinguishes this student from every other outstanding student applying for the same spot?” I need to give the reviewers a “window into the soul” of the applicant. As a counselor, I am required to write the secondary school report, yet I do not have the day-to-day knowledge you have of the student. I would appreciate it if you would print this, check the appropriate boxes, add any additional comments you might have, and return to my box as soon as possible. Candor will be appreciated.

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

Evaluating Teacher\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | Average or below | Good (above average) | Excellent | Outstanding (top 5% this year) | One of the top few ever encountered | No basis for judgment |
| Academic Motivation |  |  |  |  |  |  |
| Academic Creativity |  |  |  |  |  |  |
| Academic self-discipline |  |  |  |  |  |  |
| Academic growth potential |  |  |  |  |  |  |
| Leadership |  |  |  |  |  |  |
| Self-confidence |  |  |  |  |  |  |
| Sense of Humor |  |  |  |  |  |  |
| Concern for Others |  |  |  |  |  |  |
| Energy |  |  |  |  |  |  |
| Emotional Maturity |  |  |  |  |  |  |
| Personal Initiative |  |  |  |  |  |  |
| Reaction to Setbacks |  |  |  |  |  |  |
| Pursuit of Independent Studies |  |  |  |  |  |  |
| Critical thinking |  |  |  |  |  |  |

List 3 adjectives that best describe this student:

Additional comments regarding this student which may help me in writing the letter of recommendation (Anecdotes and examples are particularly helpful)

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**Parent “Brag Sheet” for College/Scholarship Recommendations**

1. What is your child’s most outstanding accomplishment and why?

Click here to enter text.

1. Describe how your child has demonstrated the most growth during the past few years.

Click here to enter text.

1. What do you consider to be your child’s outstanding personality traits? Please provide an example that illustrates this.

Click here to enter text.

1. Are there any unusual and/or personal circumstances (negative or positive) that have affected your child’s academic performance or growth process?

Click here to enter text.

1. Any additional comments?

Click here to enter text.