

# Rachel Carson Middle School

## REQUEST FOR A PRINCIPAL or COUNSELOR LETTER OF RECOMMENDATION FOR PRIVATE SCHOOL/ PROGRAM APPLICATION

**Note to students:** If you need a principal recommendation, please bring this form to your counselor. *You must speak with the counselor and request the letter of recommendation in person.* If the counselor agrees to write the letter, complete this form in its entirety and return it to the counselor.

Counselor's Name: \_\_\_\_\_ Date: \_\_\_\_\_

Student's Name: \_\_\_\_\_

Thank you for writing a letter of recommendation on my behalf to programs listed below. Please give your honest assessment of my work ethic, study habits, grasp of material, analytical ability, and personal strengths. Please include any anecdotal comments that you believe would be helpful to my evaluation.

**I understand that this recommendation will be forwarded to the school or program without my prior review. I also understand that in making this request, I waive my right of future access to the contents of the recommendation.**

Student Signature \_\_\_\_\_

Parent Signature \_\_\_\_\_

I am applying to the following schools/scholarships:

Name of School/Program: \_\_\_\_\_

Date Due: \_\_\_\_\_

Email Address (if applicable): \_\_\_\_\_

Name of School/Program: \_\_\_\_\_

Date Due: \_\_\_\_\_

Email Address (if applicable): \_\_\_\_\_

*Student: Please type your responses to the questions below to ensure a more accurate recommendation to be written on your behalf.*

**1. How have you changed as a student while attending Carson Middle School?**

**2. What is your favorite class? Please describe the qualities of the class you have enjoyed/are currently enjoying.**

3. What motivates you and why?

4. Describe a time you have failed. How did you respond and what did you learn from it?

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**STUDENT: Please check all that apply for the requested completed letter/form:**

\_\_\_\_\_ Please accept the **email invitation** online and upload your letter of recommendation to the school website (*most common*)

\_\_\_\_\_ Please **email** the recommendation to the email address provided

Email Address: \_\_\_\_\_