

Durant High School

REQUEST FOR LETTER OF RECOMMENDATION

Seniors and Parents:

Letters of recommendation are important for job references, college admission decisions and scholarships. Below are important items to consider before asking your counselor to write a letter of recommendation or fill out college paperwork.

- What deadlines do I need to be aware of?
- How many transcripts do I need to have on hand?
- What is the decision criteria for the scholarship you are applying for?

Then:

- Turn in completed request form to your counselor, along with any other requested information.
- Provide advanced notice and allow at least 1 week for completion.

Include the Following with Your Request:

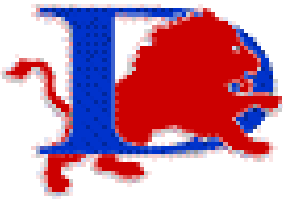
1. Completed attached personal inventory. Use careful thought, depth and detail. (additional copies can be downloaded from the Counselors' website)
2. Release of Information statement for College Recommendation signed by you and your parent.
3. If applicable, print out or include information describing the scholarship, program, or higher institution you are applying for.

Thank you,
DHS Counseling Dept.

For more information or to request a transcript, please contact:

Durant High School Counseling Dept:

Kim Podany, Senior Counselor	916-7047	kim.podany@durantisd.org
Dustee Russell, 10 th /11 th Acad Advisor	916-7093	dustee.russell@durantisd.org
Cory Lowry, 9 th Academic Advisor	916-7136	cory.lowry@durantisd.org
Brandi Green, Registrar	916-7042	brandi.green@durantisd.org



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7. What are your personal strengths? What is your biggest area of weakness and how have you worked on overcoming it?

8. Discuss your college/career plans.

9. List any specialized courses that support your college and/or career choices. (include you have completed or in which you are currently enrolled, i.e. AP, honors, math, physics)

10. Are there any extenuating circumstances that I should be aware of (hardships, personal obstacles), if so please explain them?

Release of Information for College Recommendations

Student Name _____

You have requested your counselor or administrator to complete a letter of recommendation for you, please read and sign the statement below and return with any other requested forms to your counselor.

"I hereby authorize the release of all requested student records. I understand my student records will also contain any disciplinary records."

Student Signature

Date

Parent Signature

Date