

Oxford High School

Letter of Recommendation Packet



The following documents must be provided to your counselor and teacher before the letter of recommendation is written. You are requested to provide 30 days advance notice after providing the complete packet for when you expect the letter to be ready for mailing. For example, if you hand the packet to a teacher on September 25, the letter will be ready by October 25.

1. Accomplishment Form or updated resume
2. Student questionnaire
3. Parent questionnaire

Furthermore, for your teacher(s), in addition to requesting a letter in person please submit a request electronically via Naviance. From the home page click on colleges → under "my colleges" click on *letters of recommendation*. You may then select each teacher and specify which schools you would like them to submit a letter to. Make sure to verify each college's recommendation letter preferences on their admissions page.

Oxford High School Student Accomplishment Form

Student Name: _____ **Date:** _____

Directions: Complete all sections with as much detail as possible. The information is helpful when completing college applications and for a letter of recommendation. Any additional information may be attached.

Part I: School Activities

List all activities in which you have participated during high school. Include clubs, musical groups, plays, etc., and major accomplishments in each year.

(Check year)

Activity	9th	10th	11th	12th	Accomplishments/Positions

Part II: Athletics

List all sports you participated in and note accomplishments.

Sport	9th	10th	11th	12th	Accomplishments/Positions

Part III: Work Experience

List in order of most recent.

Company	9th	10th	11th	12th	Position

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Student – Questions for Letter of Recommendation

Student Name: _____

Please answer all questions to the best of your ability (write accurate and detailed information) knowing your counselor and teacher will review this information for your letter of recommendation. Also, include an updated resume or accomplishment sheet.

1. Which three words best describe you and explain why you selected each?

2. What are some challenges you faced while at Oxford High School (or another high school) and how did you deal with these challenges and what did you learn?

3. Did any significant event(s) occur during high school that impacted your success?

4. What three words would your teachers say best describe you? Please explain and include the name of the teacher for follow up.

5. Explain a classroom experience that meant a lot to you or impacted you in some way. Include the name of the teacher and the course.

6. In what ways have you made positive contributions to Oxford High School?

7. In what ways have you contributed to the local Oxford community?

8. What are some of your achievements during high school that you feel are noteworthy and why?

9. What characteristics do you possess that will help you succeed at college?

10. What are some reasons for your decision to attend college?

11. Write the names of three teachers who can best comment on your academic and personal abilities.

Please feel free to write any other important information that you believe should be considered for inclusion in your letter of recommendation on a separate sheet of paper.

Parent – Questions for the Letter of Recommendation

Student Name: _____

Please answer all questions to the best of your ability (write accurate and detailed information) knowing your child’s counselor and teacher will review this information for a letter of recommendation.

1. Which three words best describe your child and explain why you selected each?

2. In what ways has your child changed while at Oxford High School?

3. Did any significant event(s) occur during high school that impacted your child’s success?

4. In what ways has your daughter/son made positive contributions to Oxford High School?

5. In what ways has your child contributed to the local Oxford community?

6. What are some of your child's achievements during high school that you feel are noteworthy and why?

7. What characteristics does your child possess that will help them succeed at college?

8. What are some reasons you would like your child to attend college?

Please feel free to write any other important information you believe should be considered for inclusion in the letter of recommendation.
