

# COLLEGE RECOMMENDATION LETTER CHECKLIST

BY MRS. NANCY FLEMING GCHS ENGLISH TEACHER

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Please drop off the following items  
(in a folder/envelope with your name on it)  
in your teacher's school mailbox

Full-year transcript from Guidance Office of all three years. This will probably be available in early July.

SAT or ACT scores, and any other scores you think could help.

Activities sheet (list all activities, leadership positions, clubs, volunteer work, outside academic courses, and employment). Write an explanation about anything your teacher wouldn't be familiar with

List your 3 greatest strengths, both personal and academic

Explain any personal obstacles you have faced that your teacher doesn't know about

List your planned major (or undecided)

Remind your teacher of a story about you and your performance in the class: a particularly excellent paper you wrote... how you improved...a great test you had...a great conversation you had in class or in the hallway... how you always hated the class...but make sure it is based on academics.

Let me know NOW whether or not you plan to apply early

DON'T FORGET: PUT THIS INFO IN THE SCHOOL MAILBOX  
IN THE MAIN OFFICE BY THE END OF JULY