



Academy of Science and Technology
@
The Woodlands College Park High School
3701 College Park Drive
The Woodlands, TX 77384
936-709-3250

Requesting Letter of Recommendation

Academy students requesting a letter of recommendation from a staff member in the Academy of Science and Technology must provide the following items to the teacher or Headmaster:

1. Request for Letter of Recommendation
2. Updated resume that includes Academy activities and awards
3. List of the classes you have taken during the junior and senior years (last sheet).
4. Copy of the Student Brag Sheet and Parent Brag Sheet.
5. Addressed and stamped envelope(s) for colleges and universities that will not accept uploaded letters in Naviance.

Please put this **form, resume, and application materials along with addressed and stamped envelopes for each college/university/program** to which you are applying in a **manila file folder** (not an envelope).

On the front of the folder write your **name (legibly) and list the colleges needing the letter and the postmarked date/received by date next to them.**

Note the following: Some colleges or universities will allow only 2 letters of recommendation. If the student asks three teachers to write a letter then the first two received will be the ones to go. This may or may not include the student preferred letter of recommendation. Students are responsible for letting the teacher know which university the letter is intended.

It is expected that the student will give the staff member 2-3 weeks to complete the letter for you. Student procrastination is not the worry of the staff member! Staff members will write letters in the order of the requests they receive.

Current School: Academy of Science and Technology at The Woodlands College Park High School. (Address is above).

CEEB/ACT code: 447642

Please type the information on the following pages!



PLEASE TYPE THE INFORMATION

Student Name: _____
FIRST MIDDLE LAST

Address: _____
STREET NUMBER STREET

CITY STATE ZIP

Phone Number: _____

Email Address: _____

Purpose of this letter: Check all that apply

- Summer Program _____
- Summer Research _____
- Internship _____
- College letter of recommendation

If for a program provide the following information

Program Director: : _____

Contact Information _____

Colleges/Universities/Programs to which you are applying and due date for letters:

_____ Due Date: _____

_____ Due Date: _____

_____ Due Date: _____

_____ Due Date: _____

_____ Due Date: _____
_____ Due Date: _____
_____ Due Date: _____
_____ Due Date: _____
_____ Due Date: _____

Teacher you are asking to complete a letter: _____

Classes with this teacher and year:

_____ Year: _____
_____ Year: _____
_____ Year: _____
_____ Year: _____

Questions

1. What awards have you won since you have been in the Academy? Be specific. If science fair provide the title of your project, category and a copy of the abstract.

2. What has been your best experience in Research and Problems? How did you/your team do in competitions?

3. What is the most important lesson you have learned from R&P?

Academy Research and Problems Information

9th Grade

R&P	Science Fair Project
Sponsor	
Title	
Awards	

10th Grade

R&P	
Sponsor	
Awards	
Title if Science Fair Project (Attach abstract separately)	
If team competition include your contribution to the team.	

11th Grade

Research and Problem (1)

R&P	
Sponsor	
Awards	
Title if Science Fair Project Attach abstract separately)	
If team competition include your contribution to the team.	

Research and Problem (2)

R&P	
Sponsor	
Awards	
Title if Science Fair Project (Attach abstract separately)	
If team competition include your contribution to the team.	

12th Grade

Research and Problem (1)

R&P	
Sponsor	
Awards	
Title if Science Fair Project (Attach abstract separately)	
If team competition include your contribution to the team.	

Research and Problem (2)

R&P	
Sponsor	
Awards	
Title if Science Fair Project (Attach abstract separately)	
If team competition include your contribution to the team.	

Internship

Location: _____

Description of what you did).
