



**Recommendation Request Form 2009-2010**

Student Name: \_\_\_\_\_ Due Date: \_\_\_\_\_

Teacher Name: \_\_\_\_\_ Course: \_\_\_\_\_

**Right of Access to a Recommendation**

The Family Educational Rights and Privacy Act of 1974 (FERPA) provides the right to review your educational records, including letters of recommendation. This act also allows for such rights to be waived.

*I recognize the confidential nature of teacher/counselor recommendations and waive my right of access to it.*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Ratings**

Compared to other college-bound students you've taught, rate this student in terms of academic skills and potential. Please use the scale below in assessing this student:

- 1 – No Basis for Evaluation
- 2 – Below Average
- 3 – Average
- 4 – Very Good (well above average)
- 5 – Excellent (top 10%)
- 6 – One of the top few encountered in my career

Creative, original thought _____	Written expression _____
Effective class discussion _____	Motivation _____
Independence, initiative _____	Intellectual ability _____
Disciplined work habits _____	Potential for growth _____
Academic achievement _____	Integrity _____

**Evaluation**

On a separate sheet, please write whatever you think is important about this student, including academic and personal characteristics. Information regarding a candidate's intellectual promise, motivation, relative maturity, integrity, originality, initiative, leadership potential, enthusiasm, and capacity for growth is especially helpful.

Teacher/Counselor Signature \_\_\_\_\_ Date \_\_\_\_\_