

LETTER OF REFERENCE FORM

High school students must select a guidance counselor, teacher or high school administrator. All other applicants may ask an employer, work colleague, previous college instructor or any other non-family member who can address your character and academic abilities.

References are NOT ACCEPTED from friends and/or family members or those who have known applicant for less than two years.

This section to be completed by student:

Applicant's Name _____

Evaluator's Name _____

An applicant may waive the right of access to written evaluations as provided for under the Family Educational and Privacy Act of 1974. Please indicate your wishes by signing below either statement A or B.

- A. I hereby waive my right of access to the evaluation provided by the person named above and s/he be hereby notified that the confidentiality is preserved.

Applicant's signature _____ Date _____

- B. I do not waive my right of access to the confidential evaluation provided by the person named above and s/he should be notified that I retain my right of access, thus, the confidentiality of the evaluation is not guaranteed.

Applicant's signature _____ Date _____

This section to be completed by Evaluator:

Date: _____

Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ Institution/Company _____

REFERENCE FORM

Applicant's Name:

In what capacity are you acquainted with the applicant?

How long have you known the applicant?

When you think of the applicant, what strengths or weaknesses come to mind?

- Strengths:

- Weaknesses:

Please assess the applicant on each of the following:

	Excellent	Good	Fair	Poor	N/A
Ability to handle stress					
Communication skills					
Intellectual ability					
Resourcefulness					
Time management					
Responsibility/Accountability					
Attendance Record					

Additional Comments:

If you are an instructor or employer, please comment on the applicant's performance and any circumstances that may have positively or negatively affected that performance.

Other information that will assist us in our selection process