

## School of Education Recommendation for Graduate Programs

### STEP 1 To be Completed by the Applicant

Name \_\_\_\_\_  
First
Middle/Maiden
Last

Social Security # \_\_\_\_\_

Under the Federal Family Educational Rights and Privacy Act of 1974 and its amendment, students are entitled to review their records including letters of recommendation. However, those writing recommendations and those assessing them may attach more significance to them if it is known that the recommendations will remain confidential. It is your option to waive your right of access to the recommendations or decline to do so. Therefore, please mark the appropriate phrase below, indicating your choice of option, and sign your name.

- I want to waive my right to review the contents of this recommendation.  
 I do not waive my rights to review the contents of this recommendation.

Signed \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

### STEP 2 Recommender's Comments

Knowledge of the Applicant.

1. I have known the applicant for \_\_\_\_\_ years, \_\_\_\_\_ months.
2. I know the applicant  slightly  fairly well  very well
3. I have known the applicant as (State the nature of the relationship) \_\_\_\_\_

To the extent to which you have a basis for judgement, please rank the applicant against others with whom you have been associated in a similar capacity. (Mark N/A where basis of judgement does not exist.)

	Upper 2%	Upper 10%	Upper 25%	Upper 50%	Lower 50%
Intellectual / Academic Ability					
Research Skills					
Computer Skills (word processing, spread sheets, data analysis package.)					
Library Research Skills					
Written Communication					
Organizational Ability					
Interpersonal Skills					
Desire to Achieve					
Work Ethic					

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**STEP 2** **Recommender's Comments** (Continued)

How would you describe the applicant's character, ethics, and professionalism? (Use additional paper, if needed.)

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What is your estimate of the applicant's promise as a graduate student in education, strengths and / or weaknesses?  
(Use additional paper, if needed.)

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Printed Name \_\_\_\_\_ Evening Phone (      ) \_\_\_\_\_

Mailing Address \_\_\_\_\_ E-mail \_\_\_\_\_  
Street Address

\_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Where Employed \_\_\_\_\_ Work Phone (      ) \_\_\_\_\_

Title of Job or Profession \_\_\_\_\_ Fax Number (      ) \_\_\_\_\_

**Recommender's Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

