

Recommendation Form

for English and mathematics instructors

To the Applicant:

If you have different instructors for English, mathematics, and/or gifted, give one copy of this form to each instructor. If you have the same instructor for English and math, he/she needs to complete only one form. *Your instructor should not complete this form until the end of your first semester.*

To ensure confidentiality, we require that this form be mailed directly to our office in the envelope provided.

To the Instructor:

The information you provide is confidential and will be used only in the selection of candidates. It will not become part of the permanent file and will not be available to candidates or parents.

This same form may be used for any of the three schools listed below by copying the completed form and mailing it in the appropriate school envelope. We suggest you keep a copy for yourself in case the form gets lost in the mail.

All forms must be postmarked by February 5.

Please make the following ratings as realistically as you can in comparison to your other students.

I. Academic Ratings

If you instruct the student in both English and mathematics, please use both an "E" in the appropriate spaces and an "M" in the appropriate spaces to avoid filling out two forms. English Mathematics

No basis for judgment	Unable to recommend	Below Average	Average	Above Average	Excellent	Top two or three this year
Ability						
Logical reasoning						
Motivation						
Guriosity						
Academic creativity						
Study habits/organization						
Academic independence						
Ability to express written ideas						
Ability to express ideas orally						
Completes work on time						


II. Character Ratings

No basis for judgment	Unable to recommend	Below Average	Average	Above Average	Excellent	Top two or three this year
Concern for others						
Personal initiative						
Self-confidence						
Ability to work in groups						
Leadership						
Warmth of personality						
Maturity						
Reaction to criticism						
Cooperation						
Self-discipline						
Respect accorded by faculty						
Respect accorded by peers						
Attendance						

Teachers, please make a file copy before mailing.



ALBUQUERQUE ACADEMY
 Admission Office
 6400 Wyoming Blvd NE
 Albuquerque, New Mexico 87109
 (505) 828-3208
 (505) 828-3128 fax
 www.aa.edu

SANDIA  PREP
 Sandia Preparatory School
 Office of Admission
 532 Osuna Rd NE
 Albuquerque, NM 87113
 (505) 344-1671 • (505) 345-2336 fax



Bosque School
 Office of Admission
 4000 Learning Rd NW
 Albuquerque, NM 87120
 (505) 898-6388
 (505) 922-0392 fax
 www.bosqueschool.org

III. What adjectives would you use to describe the candidate academically and personally?

IV. What makes this child different from others you teach? What makes this child special?

V. In what areas does this candidate need to improve?

VI. Please include other information, anecdotes, or extenuating circumstances that may be helpful to us in evaluating the candidate.

Occasionally we would like to discuss a recommendation with a teacher. Since it is often difficult to contact you at school, please fill out the information below.

If necessary, please call my home _____ from (hours) _____
work _____ from (hours) _____

VII. I taught the candidate English only Gifted What grade level? _____
 Mathematics only Enriched
 English and Honors
mathematics

In order for this candidate to be considered by the admission committee, all forms must be postmarked by February 5.

If you have comments that you would like to direct to a specific school, please attach them to this recommendation form and send them to the appropriate school.

Check here if you would like us to call you about this particular recommendation

Be assured that all home numbers will be kept confidential.

Name (please print) _____ school _____

Signature _____ date _____