

Teacher Information To Counselor

TO THE STUDENT: Please fill out this top section before giving to your teacher.

Student _____ Teacher _____

Subject _____

Please return to: _____ , no later than _____
[Counselor] [ASAP is not a DATE]

I am writing a recommendation for this student and I need your help. You know this student; therefore, your input is critical for me to write a comprehensive evaluation. In making the following ratings, please keep in mind that they will be used to compare this student with his or her entire class. Please check the single most appropriate box.

The student WILL NOT see this evaluation

	Below Average	Average	Good	Very Good	Excellent (top 10%)	One of the top few encountered in my career
Academic Creativity						
Academic Motion						
Academic Self-discipline						
Academic Growth Potential						
Leadership						
Self Confidence						
Warmth of Personality						
Sense of Humor						
Concerns for Others						
Personal Initiative						
Reaction to Setbacks						
Emotional Maturity						
Respect Accorded by Faculty						

First words that come to mind to describe the applicant:

Strengths in your course:

Notable personal characteristics:

Teacher's signature: _____

Summary Evaluation

We are particularly interested in the student's intellectual promise, motivation, capacity for growth, special talents and enthusiasm. Information that will help us to differentiate this student from others if helpful – **what makes them stand out in a crowd**. Anecdote please.

Describing the Student (circle)

Organized	Intelligent	Confident	Optimistic	Perseverance	Perceptive	Imaginative
Determined	Self disciplined	Unassuming	Motivated	Respectful	Sensitive	Analytical
Diligent	Creative	Articulate	Inquisitive	Mature	Independent	Tenacious
Personable	Self confident	Reliable	Flexible	Outgoing	Serious	Perceptive
Fun	Level-headed	Inquisitive	Considerate	Intellectual	Energetic	Affable
Consistent	Enthusiastic	Stable	Dedicated	Artistic	Conscientious	Thorough

Strengths and Notable Characteristics (circle)

Remarkable insight	Keeps promises	Helpful to others	Critical (deep, quiet) thinker
Personal integrity	Hard worker	Staying power	Exception emotional maturity
Rapid reader	Positive attitude	Willing to defend position	Participates extracurricular
Consistent effort	Incredible drive	Works well with others	Accepts & follows directions
Asks vital questions	Stands out from crowd	Quick to apply information	Willing to dig out of a hole
Disciplines work habits	Unique sense of humor	Technologically advanced	Goes beyond the expected

Examples of Anecdotes

- Always had her assignments finished before she left class.
- For exams, he read tests to learning disabled students during a class he was exempt.
- In group activities she took control and went the extra mile to insure quality work.
- She was kind to losers when everyone else was making fun of them.
- He takes initiative to look for answers before asking for help.
- Seeks quiet and solitude of scholarly pursuit.
- Not led by popular opinion.
- An original poem he wrote showed mature thinking.
- Willing to help others who fell behind.
- Made funny but pertinent comments about issues and concepts.
- Not the best player, but she always displayed excellent work ethic and attitude.