



Kremen School of Education and Human Development

# Letter of Recommendation Rubric

Last Name \_\_\_\_\_

First Name \_\_\_\_\_

Middle Initial \_\_\_\_\_

To the Applicant: Complete the information requested above and give to the person(s) providing the reference(s). Please note that, generally, confidential recommendations often provide more useful information. In accordance with the Family Education Rights and Privacy Act of 1974, the California Information Practices Act of 1977, and the related policies and regulations, it is also understood that upon request, this letter will not be made available to the applicant (or candidate) for examination. If you agree, you may sign the waiver below. The decision is up to you.

I waive the rights to see or inspect this form or any statement sent to the indicated program as a result of this request.

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

## Evaluator please complete the section below

The Kremen School of Education and Human Development would appreciate a statement from you evaluating the person named above for enrollment in and successful completion of an advanced credential and/or Master degree program. If additional space is needed, the back of this form may be used. Please provide the applicant with this form and a letter of recommendation in a sealed envelope with your signature across the seal.

Please rate the applicant with other individuals seeking comparable experiences.

|                            | Superior | Above | Average | Below |
|----------------------------|----------|-------|---------|-------|
| Intellectual Ability       |          |       |         |       |
| Imagination and Creativity |          |       |         |       |
| Interest and Enthusiasm    |          |       |         |       |
| Ability to Communicate     |          |       |         |       |
| Stability                  |          |       |         |       |

If you alone were making the decision as to whether or not the applicant should be accepted, which of the following would you do?

|                          |                   |  |
|--------------------------|-------------------|--|
| <input type="checkbox"/> | Seek out          | Will be a truly outstanding student and professional                           |
| <input type="checkbox"/> | Definitely Accept | Will complete the program at a superior level                                  |
| <input type="checkbox"/> | Accept            | Should complete the program at a satisfactory level                            |
| <input type="checkbox"/> | Accept            | Accept, but with reservation concerning ability or motivation (please explain) |
| <input type="checkbox"/> | Do not accept     | Please explain   |

Signed \_\_\_\_\_ Date \_\_\_\_\_ Position \_\_\_\_\_

Contact Number \_\_\_\_\_ Email \_\_\_\_\_

This rubric and a letter of recommendation is to be included with other application materials and submitted in one complete packet. Do not send separately.