

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 four 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 1.

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							
Curiosity							
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, NM 87109
 (505) 828-3208
 (505) 828-3128 fax
 www.aa.edu



Sandia Preparatory School
 Office of Admission
 532 Osuna Rd NE
 Albuquerque, NM 87113
 (505) 338-3000 • (505) 338-3099 fax
 www.sandiaprep.org



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



Menaul School
 Office of Admission
 301 Menaul Blvd NE
 Albuquerque, NM 87120
 505-345-7727
 505-341-7269 fax
 www.menaulschool.com

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. Be assured that all home numbers will be kept confidential. **Teachers: Please remember to keep a file copy.**

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

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 1.

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

Name (please print) _____ school _____

Signature _____ date _____

If you are a fifth grade teacher, please send a copy of current grades.