

## Section I. Personal Information

**To the Candidate:** Fill out the top half of the form before you give it to your recommender. Be sure to indicate whether you choose to waive your rights to review the letter, and sign and date the form.

- Ms.    Mrs.  
 Mr.    Dr.

NAME: \_\_\_\_\_ Other NAMES: \_\_\_\_\_  
Last                      First                      Middle

UofL Student ID: \_\_\_\_\_ Social Security Number: \_\_\_\_\_ Program: \_\_\_\_\_

What semester and year are you applying for admission?    Fall                       Spring                       Summer                      **20** \_\_\_\_\_

*Note: In accordance with the Family Educational Rights and Privacy Act of 1974, it is a student's right to inspect and review confidential letters and statements unless the student expressly waives that right.*

I waive my right to review this letter of recommendation.

I do not waive my right to review this letter of recommendation.

\_\_\_\_\_  
Candidate's Signature

\_\_\_\_\_  
Date

## Section II. To the Recommender

**To the Recommender:** This form has been given to you to address the professional skills and proficiency of the candidate listed below. Please fill out the bottom portion of the cover page **and** include an additional letter (on letterhead, if possible) addressing such issues as how you know the candidate; the professional qualities the candidate exhibits; the strengths and areas of improvement as they relate to teaching; the ability to work with other professionals; the candidate's leadership and organizational skills; his/her ability to work in group settings, and the like. Regardless if the candidate has waived his/her right to view this recommendation, **please provide this recommendation form and the letter in a sealed and signed envelope to the candidate in order for him/her to include it with the admissions portfolio.**

\_\_\_\_\_  
Recommender's Printed Name

\_\_\_\_\_  
Relationship to the Candidate

- I recommend the candidate without reservation as an excellent prospect.  
 I recommend the candidate with some reservations.  
 I do not recommend the candidate for teacher education at this time.

\_\_\_\_\_  
Phone #

\_\_\_\_\_  
E-mail Address

\_\_\_\_\_  
Recommender's Signature

\_\_\_\_\_  
Date