

University of Colorado Denver

School of Education & Human Development

REQUEST FOR RECOMMENDATION

One form should be given to each recommender.

Last (family) Name,

First Name

Middle

Maiden Name (optional)

is applying for admission to the **UC Denver School of Education & Human Development** and has listed you as a reference on his or her application .

I. To the applicant: Under the Family Educational Rights and Privacy Act of 1974, students who are admitted and who matriculate into the program to which they apply are given the right to inspect their records, including their letters of recommendation, unless they have waived their right to review.

You have the option of (1) signing the following waiver or (2) declining to do so.

◇ 1. I expressly waive any rights I might have to access to this letter of recommendation under the Family Educational Rights and Privacy Act of 1974.

Signature _____ Date _____

◇ 2. I do not agree to the waiver above.

Signature _____ Date _____

II. To the recommender: A **typed letter of recommendation must be submitted** on behalf of the applicant. This form alone will not be sufficient. Providing a rating below is optional, however, we request that you return the signed form with your letter of recommendation. Please review the reference to the federal law entitled the Family Educational Rights and Privacy Act of 1974 as presented above in our instructions "To the applicant".

We solicit your candid evaluation of the applicant's preparation for graduate study, range of abilities and accomplishments, and creative and intellectual promise. On your own stationery, please summarize your opinion of (a) the quality of the applicant's academic or creative achievements, including material not apparent on the official transcripts; (b) the applicant's scholarly or creative potential and promise for advanced and original work; (c) those aspects of the applicant's personality and character significant to graduate study; and (d) the applicant's special skills and experience where demonstrated in an art, vocation, or profession. We would appreciate knowing the extent of your contact with the applicant and any special opportunities you may have had to observe him or her.

III. Summary Evaluation

Compared with the ____ students you have known in the past ____ years in his or her field at approximately the same level of training, this student would rank as indicated on the scales below, when evaluated for:

a. Scholarly or creative achievement

0__ 10__ 20__ 30__ 40__ 50__ 60__ 70__ 80__ 90__ 100__ Percentile

b. Promise or probability of success

0__ 10__ 20__ 30__ 40__ 50__ 60__ 70__ 80__ 90__ 100__ Percentile

Note: The educational level of the representative group with whom the applicant is compared is:

___ College Seniors ___ First-Year Graduate Students ___ Intermediate-Year Graduate Students

___ Terminal-Year Graduate Students ___ Other (specify) _____

Recommender's Signature _____ Date _____

Name Printed or Typed _____ Date _____

Address _____

Recommender, Please return the form and letter **TO THE STUDENT**, in a sealed envelope.