

## REQUEST FORM

**M.S. in Education in Exceptional Needs**

**To the applicant:** Please submit to the University of Saint Francis Graduate Admission Office two (2) recommendations on these forms. Include one from a former college professor and one from an employer, supervisor, or colleague who has observed you in a professional setting. For the convenience of the person completing the form, include a stamped envelope addressed to the Graduate Admission Office, University of Saint Francis, 2701 Spring Street, Fort Wayne, IN 46808.

**To the referent:** The below named applicant is a candidate for admission to the University of Saint Francis and has given your name as a reference. On this evaluation form, please give your personal estimate of the applicant's potential for success at the university. Your prompt return of the completed form will aid in the processing of the application.

Applicant's Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_

ZIP \_\_\_\_\_

The Family Educational Rights and Privacy Act of 1974 opens many student records for the student's inspection. The law also permits the student to sign a waiver relinquishing his right to inspect letters of recommendation. The applicant's signature below constitutes a waiver; no signature means the student will have the right to read this reference.

Applicant's Signature \_\_\_\_\_

Date \_\_\_\_\_

*The University of Saint Francis does not discriminate on the basis of gender, race, age, handicap, national origin or creed in the administration of any of its policies.*

**PLEASE RETURN THIS FORM DIRECTLY TO:**

Graduate Admission Office  
University of Saint Francis  
2701 Spring Street  
Fort Wayne, IN 46808



# REFERENCE REQUEST FORM

## Reference Information

The person named on the opposite side of this form is a candidate for admission to the University of Saint Francis. Your candid reference for the applicant will help us in our review of their application file. Please respond to the best of your knowledge.

1. I have known the applicant for \_\_\_\_\_ years, \_\_\_\_\_ months
2. I know the applicant:       slightly       fairly well       very well
3. I have known the applicant:       as an undergraduate student       as an assistant  
     as a graduate student       as an advisee  
     as an employee       other, please specify: \_\_\_\_\_
4. How would you rate the applicant's potential for graduate work?  
      Poor       fair       good       excellent       cannot determine
5. Is the applicant's academic potential greater or less than that indicated by his/her grades?  
      much less       somewhat greater       somewhat less  
      much greater       equal       no basis for judgment

## Evaluation of Applicant's Performance and Potential

Characteristic	Excellent	Very Good	Fair	Poor	No Basis for Judgment
Applies Problem Solving Skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Displays Independence & Initiative	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Uses Standard English Language Orally	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Uses Standard English Language in Writing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Shows Responsibility - takes ownership of problems	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Shows Evidence of General Knowledge	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Embraces the Use of Technology	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Demonstrates Social Awareness and Concern	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Treats Others in an Equitable, Fair and Just Manner	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Assesses the Needs of Others	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Portrays Appropriate Teaching Skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Displays Emotional Maturity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Exhibits the Ability to Work with Others	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Utilizes Research Skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Possesses Leadership Skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Models Ethical Behavior	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Seeks Opportunities to Grow Professionally	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

6. Please provide further information about the candidate's suitability for and commitment to graduate study either in the space below or with an attached document.

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7. Please check your recommendation for admission to the University of Saint Francis

Recommended with enthusiasm       Recommended       Not recommended

Please Print Name \_\_\_\_\_ Date \_\_\_\_\_

Signature \_\_\_\_\_ Title/Position \_\_\_\_\_

Employer \_\_\_\_\_ Telephone Number \_\_\_\_\_