



# LETTER OF RECOMMENDATION

Student's Name \_\_\_\_\_

Present School \_\_\_\_\_ Present Grade \_\_\_\_\_

Student is applying for grade \_\_\_\_\_ in the school year \_\_\_\_\_

Person making recommendation \_\_\_\_\_

Title \_\_\_\_\_ Date \_\_\_\_\_

Signature \_\_\_\_\_

**Section One:** Use the scale below to rank the student in each of the categories

1 - No Basis for Judgment    2 - Below Average    3 - Average    4 - Above Average    5 - Excellent

- |                                   |                                 |
|-----------------------------------|---------------------------------|
| _____ Energy and Initiative       | _____ Concern for Others        |
| _____ Independence                | _____ Reaction to Criticism     |
| _____ Originality                 | _____ Reaction to Setbacks      |
| _____ Leadership                  | _____ Respect Accorded by Peers |
| _____ Respect Accorded by Faculty | _____ Self-control              |
| _____ Classroom Behavior          | _____ Overall Behavior          |
| _____ Sense of Humor              | _____ Warmth of Personality     |
| _____ Self-confidence             |                                 |

**Section Two:** Estimate of Future Success: (Check One)

- Superior     Above Avg     Average     Little Success     May Have Difficulty

**Section Three:** Check the box that best describes your recommendation

- Recommended with ENTHUSIASM     Recommended
- Recommended with RESERVATIONS     NOT RECOMMENDED

**Section Four:** What level of academic study would you recommend?

MATH:  Honors  Regents    SCIENCE:  Honors  Regents    ENGLISH:  Honors  Regents

**Section Five:** Additional comments that will help us to better evaluate the applicant:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

*This letter is rendered confidential unless signed by the person making the recommendation here \_\_\_\_\_*

Please return this form to:  
**CBA Admissions Office, 12 Airline Drive, Albany, NY 12205**