

# Teacher Reference Letter



This form is a request for confidential information. Evaluation is not considered valid if returned to the applicant.

## EDUCATOR

Please fold, secure, stamp, and mail to the address below, or fax to the below-referenced number. If you desire to comment in person, please call us at the below-referenced number.

This confidential recommendation is submitted to you by the parent/guardian(s) of \_\_\_\_\_

This student has applied for admission to our school. Thank you in advance for taking the time to complete and return this form to us at your earliest convenience.

How well do you know this student?

- Well     Some     Little     Records Only     How many years? \_\_\_\_\_

Please check the adjectives that most nearly describe the applicant's standing on the items listed below. Due to the age of the applicant, you may not be able to evaluate all of the character traits below. In this case, please use the additional remarks section to further describe the applicant.

### CHOICE OF FRIENDS

- Chooses wisely
- Somewhat wisely
- Somewhat carelessly
- Chooses carelessly

### STRENGTH OF CHARACTER

- Firm, steady, consistent
- Fairly stable
- Weak, easily influenced

### TRUSTWORTHINESS

- Very trustworthy
- Generally trustworthy
- Has occasional challenges with honesty

### LOYALTY TO LEADERSHIP

- Loyal and dependable
- Satisfactory
- Has occasional challenges with loyalty

### INTELLECTUAL APITUDE

- Very quick to learn
- Learns easily
- Must study hard to learn
- Educational disabilities (explain below)

### INDUSTRIOUSNESS

- Resourceful and enthusiastic
- Average worker
- Works only under pressure
- Not interested in work

### COOPERATION

- Helpful
- Works well with others
- Critical

### PERSONAL APPEARANCE

- Well groomed
- Neat, clean
- Careless

### ATTENDANCE/PUNCTUALITY

- Rarely late or absent
- Somewhat late or absent
- Frequently late or absent

### FAMILY'S FINANCIAL RESPONSIBILITY

(Private school only-please consult your bookkeeper)

- Meets obligations promptly
- Usually meets obligations
- Difficulty meeting obligations

Do you recommend applicant as a desirable student for a private Christian school?     Yes     No     With reservations.

Additional Remarks \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Your Name \_\_\_\_\_ Relationship to Student \_\_\_\_\_

E-mail address \_\_\_\_\_ Date \_\_\_\_\_ Phone \_\_\_\_\_

Signature \_\_\_\_\_

**RETURN TO: Mitchell Road Christian Academy**  
**Attn: Admissions Director**  
**207 Mitchell Road, Greenville, SC 29615**  
**Phone 864-268-2210, extension 305 • Fax 864-268-3184**