

## TEACHER RECOMMENDATION

First-Year and Transfer

Student's Name \_\_\_\_\_  
*family first middle*Address \_\_\_\_\_  
*number/street/apartment city postal code country*

### Student

Fill in your name and address above and check the appropriate box to the right *before* giving this form to your teacher. **IMPORTANT:** This form should be given to a teacher who has been your instructor in a **CORE ACADEMIC SUBJECT** (English, social studies, mathematics, science or foreign language) in grades 10, 11 or 12 (or college for transfer applicants). In requesting that your teacher submit this form, you are authorizing her/him to provide all information requested.

Please submit by:

- First-Year Early Decision I ..... November 15
- First-Year Early Decision II ..... January 2
- First-Year Regular Decision ..... January 15
- Transfer Admission ..... January 15

### Teacher

The student listed above is applying for admission to Macalester College. A candid report is essential to ensure complete and fair consideration of this candidate. Your report is an integral and important component of our evaluation and we thank you for the significant time and effort it takes to provide a thoughtful reference. It will be read with great care and attention.

**CONFIDENTIALITY:** U.S. federal law mandates that only *enrolled* students have access to their educational records. Prior to actual matriculation (e.g., during the admission process), applicants do *not* have this right of access. Macalester College will guarantee the strict confidentiality of your recommendation because it will be destroyed prior to the student's enrollment and will not become part of his/her educational record.

How long have you known this student and in what context? \_\_\_\_\_

Which course(s) did this student take from you? \_\_\_\_\_ When? \_\_\_\_\_

How would you describe this student's academic ability and motivation? How do the applicant's intellectual characteristics compare with others in his/her class? Specific illustrations are especially helpful.

If you are familiar with this student's co-curricular activities, please assess her/his dedication, talent, organizational skills, leadership potential and/or other personal qualities.

Is there anything that particularly distinguishes this student in some way? Anything special or unusual?

Are there factors that might interfere with the candidate's performance? What do you consider her/his chief weakness as a person or student?

How would you compare this student to other members of her/his class?

	<b>Below Average</b>	<b>Average</b>	<b>Good</b> <i>(above average)</i>	<b>Excellent</b> <i>(top 10% this year)</i>	<b>Outstanding</b> <i>(top few this year)</i>	<b>One of the Top Few</b> <i>(encountered in ___ years' experience)</i>
<b>Academic Achievement</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Extracurricular Contributions</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Personal Qualities</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

I recommend this student for admission to Macalester College:

Not Recommended       With Reservations       Fairly Strongly       Strongly       Enthusiastically

Teacher's Name \_\_\_\_\_ Department \_\_\_\_\_  
*print or type*

School \_\_\_\_\_ E-mail \_\_\_\_\_

School Address \_\_\_\_\_ School Phone \_\_\_\_\_  
*number/street* *country code/city code/number*

\_\_\_\_\_ School Fax \_\_\_\_\_  
*city* *postal code* *country* *country code/city code/number*

Date \_\_\_\_\_ Signature \_\_\_\_\_

**Please mail to:**

Office of Admissions, Macalester College, 1600 Grand Avenue, St. Paul, Minnesota 55105-1899, U.S.A. Phone: (651) 696-6357 FAX: (651) 696-6724

As a teacher of highly motivated students, you are probably often asked for advice about colleges. If you would find it helpful, we would be happy to send you a copy of the Macalester College Prospectus for your information and future reference.

Yes, please send me information at the address listed above.

Yes, please send information to me at a different address: \_\_\_\_\_  
*number/street*

\_\_\_\_\_ *city* *postal code* *country*

No, I don't need any additional information at this time.