

LETTER of RECOMMENDATION FORM

Deadline: **Nov. 1**

University of Utah's Department of Exercise and Sport Science

To the Applicant and Author of Letter: By signing this form, you are verifying that your relationship is not one of family, friend, or religious advisor.

To the Applicant to the Teacher Education Program

A. Please provide the following information:

Full name of applicant (legibly printed): _____ University ID No: _____

B. Under the Federal Family Educational Rights and Privacy Act of 1974, students are entitled to review their records, including letters of recommendation. However, those writing recommendations and those assessing the recommendations may attach more significant statements to them if it is known that the recommendation will remain confidential. Please mark the appropriate phrase below, indicating your choice of option, and sign your name. Please note, if you do not complete the waiver statement, you will forfeit your right to access this recommendation.

I waive my right to review this recommendation. (You will NOT be able to read the letter of recommendation)

I do not waive my right to review this recommendation. (You will be able to read the letter of recommendation)

Signature of Applicant

Date

C. Make a mark in the appropriate checkbox below to indicate the intended focus of your letter of recommendation. This will assist the person writing the letter to know if they are to address your academic performance, your professional attributes, or your experiences teaching and working with youth.

PRIVACY ACT NOTICE: The University confidentiality maintains your social security number for routine uses, such as facilitating document matching, verifying your identity, and expediting your enrollment and financial aid. Disclosure of your social security number is voluntary, but failure to provide your social security number may result in delay and confusion regarding your identity, and once admitted, could result in delay or loss of federal and state financial aid, tax credits, student loan deferments, veteran benefits, and other benefits under law.

To the Author of the Letter of Recommendation

- A. The Department of Exercise and Sport Science Admissions Committee is dependent upon your insights as we determine who should be admitted to our teacher education program. Toward that end, the above named applicant is requesting a letter of recommendation. The applicant has indicated by marking the appropriate checkbox which of their attributes they wish for you to address in the letter.

Academic Performance

- Describe your direct knowledge of the person's intellect. Such factors to comment upon would include being studious, resourceful, inquisitive, and enthusiastic about learning new subject matter.

Professional Attributes

- Describe your direct knowledge of this person's dispositions that reflect upon their potential as a teacher. Such attributes would include reliability, initiative, poise and conscientiousness.

Working with Youth

- Describe your direct knowledge of this person's talent in working with children in an educational setting. Such skills you should address include organization, compassion, firmness and stamina.

- B. As you compose the letter of recommendation please provide information regarding:
1. The capacity and the duration in which you have known the applicant,
 2. Specific instances in which you have witnessed the applicant exhibiting the attributes mentioned above,
 3. The quality of their written and verbal communication skills,
 4. Other information about the applicant that you feel would be useful to the Admissions Committee.

You may use the back of this form to compose your letter. Alternatively, you can staple this form to a letter that you write, type, or word process on a separate sheet of paper. The application deadline is November 1.

- C. Please return your recommendation to the applicant in a sealed envelope with your signature over the seal.

Printed name

Signature

Relationship to applicant

Date