

## ENGLISH TEACHER REFERENCE

### To the Parent:

Student Name: \_\_\_\_\_  
 Last First Middle

### To the Teacher:

MCA Academy would like to thank you for taking the time to help us evaluate this applicant to our school. We appreciate your contribution and hope that you will respond as candidly as possible. The applicant and her parents have waived all access to this evaluation and confidentiality is assured. Please take a few moments to complete this form and return it directly to our office within ten days. Thank you again.

Please note your observations of this student below. You may indicate your ratings by number (1 as the lowest rating and 5 as the highest) in the column on the right. Please use a question mark when you have insufficient evidence to make a judgment. You may be contacted if necessary.

AREAS	1	2	3	4	5	Your Rating
<b>Academic Ability</b>	Academic Risk	Marginal ability	Capable of satisfactory work, but not honor	Fine student, probably honor roll	Exceptionally promising, high honor roll	
<b>Achievement in Relation to Ability</b>	Does not work at potential	Must be pushed to work minimally at potential	Generally works to meet potential	Works to full potential	Works to exceed potential	
<b>Academic Initiative and Drive</b>	Very weak or occasionally weak	Lacking	Generally strong enough	Self-motivated	Outstanding, resourceful	
<b>Punctuality in Completing Assignments</b>	Assignments are mostly turned in late	Assignments seldom completed on time	Assignments completed mostly on time	Assignments completed on time	Assignments completed ahead of time	
<b>Ability to Organize and Communicate Ideas in Writing</b>	Difficulty organizing and communicating ideas	Organization and communication of ideas needs improvement	Average ability to organize and communicate ideas	Ideas are organized and communicated well	Ideas are organized and communicated flawlessly	
<b>Academic Integrity</b>	Record of dishonesty	Weak or questionable	Upright, no cause to question	Noticeably upright	Exceptionally upright	

<b>Independent Work and Study Habits</b>	Unsatisfactory	Weak	Average	Well above average	Excellent	
<b>Classroom Conduct</b>	Needs improvement	Marginal	Good or acceptable	Generally excellent	Outstanding in every respect	
<b>Relationship with other students</b>	Often has conflict with peers	Is mostly shy and isolated	Gets along with only a few	Gets along with peers	Is a positive leader among peers	

What are the first words that come to mind when you think of this applicant as a student?

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What are the first words that come to mind when you think of this applicant as a person?

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What are the applicant's strengths and weaknesses?

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Is there any additional information we should consider as we review this student's application? Should you prefer to discuss this by telephone, please place a check here. \_\_\_\_

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How would you describe the student's parent(s)?

Rather apathetic \_\_ Rarely Cooperative \_\_ Generally Cooperative \_\_ Exceptionally Cooperative \_\_

I recommend this student as follows:

1. For Academic Promise:
  - \_\_\_ Difficult to Recommend
  - \_\_\_ With Reservation
  - \_\_\_ Recommend
  - \_\_\_ Enthusiastically
2. For Character and Personal Promise:
  - \_\_\_ Difficult to Recommend
  - \_\_\_ With Reservation
  - \_\_\_ Recommend
  - \_\_\_ Enthusiastically

Name (please print) \_\_\_\_\_ Title: \_\_\_\_\_

School: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

Subject(s) you teach the applicant: \_\_\_\_\_ Current Average: \_\_\_\_\_

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

2911 grand avenue  
 suite 500  
 miami, florida 33133  
 tel: 786.495.0333  
[iacosta@mcaacademy.com](mailto:iacosta@mcaacademy.com)  
[www.mcaacademy.com](http://www.mcaacademy.com)  
[www.facebook.com/MCAacademy](https://www.facebook.com/MCAacademy)