

Academic Reference Form

To the applicant:

This is a confidential letter of reference to ILP. The academic reference should be given to a professor who has taught you in the last two years. Family members may not complete references. References submitted by the applicant will not be accepted.

Submitting this reference constitutes agreement to waive your right to see it after completion.

To the person completing the Academic Reference:

- Please be aware that the applicant will not be considered for a position until your letter of reference is received by ILP. Letters may be faxed or mailed to ILP (see contact information below).
- If you would like to contact us regarding this applicant or your reference, please call and speak with a director.

Reference Information

Name _____ Address _____

Phone _____ School/University _____

Class _____ Grade Received _____

How long have you known the applicant? _____

Please rate and comment on the applicant’s performance in the following areas:

	Never					Always
	1	2	3	4	5	No basis for judgement
Turns in assignments on time and meets deadlines						
Comments:						

	Never					Always
	1	2	3	4	5	No basis for judgement
Comes to class prepared						
Comments:						

	Never					Always
	1	2	3	4	5	No basis for judgement
Works well with others						
Comments:						

Continued on next page

Academic Reference Form—continued

Seeks help appropriately when needed

Never		Always			No basis for judgement
1	2	3	4	5	

Comments:

When expresses concerns or complaints about the class, does so appropriately

Never		Always			No basis for judgement
1	2	3	4	5	

Comments:

Compared to other students with whom you have worked in a similar capacity, how would you rate the applicant in the following areas:

Submits quality work

bottom 50%	top 50%	top 25%	top 10%	top 5%	No basis for judgement

Comments:

Demonstrates motivation and self-discipline

bottom 50%	top 50%	top 25%	top 10%	top 5%	No basis for judgement

Comments:

Works independently and creatively

bottom 50%	top 50%	top 25%	top 10%	top 5%	No basis for judgement

Comments:

Can you recommend the applicant without any reservations? If no, please comment.