

# Confidential Recommendation Form duPont Manual –The Magnet High School

Applicant's Full Name \_\_\_\_\_

Applicant's Manual Magnet Program Choice \_\_\_\_\_

**To the educational or community person writing recommendation(s):** So that the admissions staff at duPont Manual High School may gather as much information as possible to assess this student fairly, we ask you to complete this recommendation form objectively. Thank you for your help and cooperation.

**Please rate the student in the categories listed using the following key:**

**4 = Outstanding 3 = Excellent 2 = Average 1 = Below Average X = Not Observed**

\_\_\_ Academic Performance  
\_\_\_ Regular Attendance  
\_\_\_ Participation/Dependability  
\_\_\_ Intellectual Ability  
\_\_\_ Initiative/Effort  
\_\_\_ Problem Solving Skills  
\_\_\_ Level of Reading Skills  
\_\_\_ Behavior/Self Control  
\_\_\_ Works Well With Others

\_\_\_ Demonstrates Leadership Skills  
\_\_\_ Self-Discipline/Responsibility  
\_\_\_ Quality of Written Expression  
\_\_\_ Quality of Verbal Expression  
\_\_\_ Individual/Independent Work  
\_\_\_ Completes Assignments on Time  
\_\_\_ Work Habits/Time Management  
\_\_\_ Creativity/Resourcefulness

In what capacity and how long have you known the applicant? \_\_\_\_\_

Please describe this student's skills, abilities, experiences, and any additional qualities you have observed that would be strong points for this program :

\_\_\_\_\_  
\_\_\_\_\_

What are the first words that come to mind when you think of this applicant? \_\_\_\_\_

\_\_\_\_\_

Current School: \_\_\_\_\_

Current Program: Advance \_\_\_ Honors \_\_\_ Comprehensive/Regular \_\_\_ ECE \_\_\_ Traditional \_\_\_

Other (Specify) \_\_\_\_\_

**Please return to:**

**duPont Manual – The Magnet High School  
Admissions Office  
120 West Lee Street  
Louisville, KY 40208**

**This recommendation may be given to the applicant, it may be placed in a sealed envelope by the recommender to be sent with other requested documentation, or it may be sent directly to duPont Manual High School.**

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

Recommender's Name (Please Print) \_\_\_\_\_

Phone \_\_\_\_\_

Position/Subject \_\_\_\_\_ Organization/Location \_\_\_\_\_