

Generic High School Counseling Department

COUNSELOR:

Teacher Checklist

Student's Name

Teacher's Name

Course

STUDENTS: Please complete the blanks above, sign the waiver below, and then give this form to junior or senior teachers **at least 6 weeks before your first college application due date**. *This form is for internal use only. It will be used by your counselor to write a general recommendation letter.*

I hereby waive my right to review this recommendation: _

Student Signature

Date (to teacher)

STUDENTS PLEASE NOTE: This form is **NOT** sent to colleges and **DOES NOT** replace a Teacher Letter of Recommendation that a college may want or require.

TEACHERS: The form should be **returned to the student's counselor** within two weeks of receipt from the student. **Please rate the student on the checklist below**. Please share any additional thoughts about how the student's character, values, and/or special talents set this student apart from others on the back.

Please use a \checkmark to rate the student according to the checklist below:

Trait Description	Below Average	Good	Very Good (well above Average)	Excellent (Top 10% this year)	Outstanding (Top 5% this year)	One of the top few encountered in career	No Basis for Judgement
Intellectual Curiosity							
Intellectual Creativity							
Academic Motivation							
Academic Promise							
Leadership/Influence							
Sense of Responsibility							
Initiative							
Warmth of Personality							
Sense of Humor							
Concern for Others							
Energy							
Maturity							
Open-Mindedness							
Self-Confidence							
Reaction to Setbacks							
Faculty View of Student							

(Continued on back)

Please provide brief comments about how the student's character, values, and/or special talents set this student apart from others.

- 1. What are three words or phrases you would use to describe the student?
- 2. How does this student stand out from the rest of your class?
- 3. Describe talents, personality, or other factors that would help create a profile of this student's involvement in school.
- 4. Additional Comments:

Please indicate the student's levels in the areas below:

1. Meaningful participation in class discussions

- __Initiates and consistently participates
- _Often participates, but doesn't always initiate
- Occasionally participates
- __Seldom Participates
- __Rarely participates

2. Class leadership and involvement

- __A model for others to emulate
- __Shows interest in the class
- Politely involved when appropriate
- ___Vacillates in interested and involvement
- __A negative influence in the class

3. Attitude toward learning and toward school

- ___Thrives on new insights and discoveries
- ___Usually seems to enjoy school
- Occasionally has a good attitude
- __Merely tolerates school
- __Apathetic toward learning

4. Critical Thinking

- __Readily synthesizes information
- ___Works to analyze and problem solve
- ___When guided, sees connections between ideas
- __Does not care about the big picture
- __Rarely goes beyond recall of factual material

Teacher's Name

5. Depth of understanding Has excellent insight

- ___Has a thorough understanding
- ____ls occasionally insightful
- ____Demonstrates little depth
- ____Has poor understanding

6. Personal responsibility

- ___Always accepts
- __Usually accepts
- _Occasionally accepts
- __Seldom accepts
- __Does not accept

7. Motivation for learning

- __Intrinsically seeks full understanding and mastery of subject matter
- __Strives to understand, but values the grade most
- __Cares only about the grade
- __Simply "goes through the motions"
- ____Waits for others to tell the answers

8. Work ethic

- ___ Plans, organizes, enjoys the process of assignments
- __Generally edits, questions and prepares satisfactorily
- ___Has good intentions, but falls short in the execution
- Procrastinates and sacrifices quality
- ___Throws something together at the last minute

Teacher's Signature _____

Date ___