



## PERSONAL RECOMMENDATION FORM

Student Name: Last \_\_\_\_\_ First \_\_\_\_\_ MI \_\_\_\_\_

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

Please evaluate the student listed above by completing the following information:

**Ranking Scale:**

5 = Exceptionally High

4 = Above Average

3 = Average

2 = Below Average

**Ability and Personality Traits**

	5	4	3	2
Personal Integrity				
Motivation				
Initiative				
Self-Discipline				
Leadership Qualities				
Oral Communication Skills				
Writing Skills				
Creativity				

**Indicate strength of your overall endorsement by checking the appropriate box:**

Highly Recommended

Recommended

Recommended with Reservation

Not Recommended

Please describe the qualities you believe make this applicant a desirable candidate for the VP-TECH School.

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

**Please return the completed form to:**

Suzanne O'Brien

Herkimer BOCES

352 Gros Boulevard

Herkimer, NY 13350

Relationship \_\_\_\_\_



**COUNSELOR RECOMMENDATION FORM  
AND TRANSCRIPT REQUEST**

Student Name: Last \_\_\_\_\_ First \_\_\_\_\_ MI \_\_\_\_\_

School \_\_\_\_\_ Grade \_\_\_\_\_

Please describe any exceptional talents or skills which the student has exhibited.

Has the student had any disciplinary action taken against him/her by the school?

YES  NO

If yes, please describe briefly the reasons for the disciplinary action.

Student's most recent academic transcript attached.

YES  NO

If no, please explain.

Signature of Counselor \_\_\_\_\_ Date \_\_\_\_\_

**Please return completed form with transcript to:**

Suzanne O'Brien  
Herkimer BOCES  
352 Gros Boulevard  
Herkimer, NY 13350

**COMPLETED APPLICATION PACKAGE MUST BE RECEIVED BY MARCH 18, 2016**



## TEACHER RECOMMENDATION FORM

Student Name: Last \_\_\_\_\_ First \_\_\_\_\_ MI \_\_\_\_\_

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

Please evaluate the student listed above by completing the following information:

**Ranking Scale:**

5 = Exceptionally High

4 = Above Average

3 = Average

2 = Below Average

**Ability and Personality Traits**

	5	4	3	2
Personal Integrity				
Social and Emotional				
Ability to Work with Peers				
Ability to Work with Teachers				
Leadership Qualities				
Oral Communication Skills				
Writing Skills				
Creativity				

**Indicate strength of your overall endorsement by checking the appropriate box:**

Highly Recommended

Recommended

Recommended with Reservation

Not Recommended

Please write additional comments that will aid in assessing the student's qualifications:

Signature of Teacher \_\_\_\_\_ Date \_\_\_\_\_

Course Area \_\_\_\_\_

**Please return the completed form to:**

Suzanne O'Brien  
Herkimer BOCES  
352 Gros Boulevard  
Herkimer, NY 13350

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