

CONFIDENTIAL TEACHER REFERENCE FORM

Dear Friend,

_____ has applied for admission to a Putney Student Travel program to _____ and has indicated that you would be willing to furnish us with a reference on his/her behalf. Each applicant is carefully selected on the basis of his or her maturity, enthusiasm, motivation, intellectual curiosity, and potential to thrive within and contribute to a close community environment. To learn more about Putney's programs (Community Service, Cultural Exploration, Language Learning, Pre-College, and Middle School), please visit www.goputney.com.

Your reference is a valued and important part of our admissions process and your honest responses carry significant weight. If you feel uncomfortable recommending the applicant, you should simply sign and return this reference form. A BLANK FORM WILL BE REGARDED AS A NEGATIVE REFERENCE.

ALL INFORMATION YOU PROVIDE IS CONFIDENTIAL. References submitted to Putney are read only by members of the Admissions Committee and leadership staff. Since we are not able to act on the student's application until all reference forms are complete and returned to Putney, your prompt reply will help our admissions committee make its decision in a timely fashion. Thank you for your help!

1. How long have you known the applicant? In what capacity?

2. How long has the applicant attended his/her current school:_____

3. Academic standing: Using a scale of 1 to 10, with 10 being the highest possible rating, please indicate how you feel the applicant compares to his/her peer group as a student in the following areas:
 Diligence:_____ Motivation:_____ Intellectual Curiosity:_____ Academic Achievement:_____

4. Has the applicant ever been involved in disciplinary action, placed on probation, or suspended from school? If yes, please explain.

5. Are you aware of any emotional, behavioral, or medical issues that may affect the applicant's ability to be an active and constructive member of a small group of peers or a residential academic program?

6. Please comment on the likelihood that the applicant would be a constructive and positive member of a small group of peers and leaders, who are supportive of one another and open to new experiences and challenges.

7. Please mark the box that best describes the student's behavior, ranging between the statement on the left and the statement on the right. (ie: For the first question, if the student actively participates and works well with people in group settings, you would place an X in the right-most box below).

Uncomfortable in groups – loner.								Participates actively in group settings.
Lacks self-confidence. Hesitant.								Approaches challenges with confidence.
Not comfortable with new experiences or with change.								Adapts well to new experiences and to changing circumstances.
More focused on adults than on peers. Shy.								Comfortable with peers. Makes friends easily.
Puts down peers who are outside group of friends. Tends to be cliquy or exclusive								Treats peers outside group of friends with respect and consideration.
Not willing or able to take initiative.								Takes the initiative in activities and in problem solving.
Needs close supervision to accomplish tasks. Tends to give up.								Can be counted on to follow through without prompting. Perseveres.
Can't be trusted to follow rules without close supervision.								Follows rules and responds honestly to authority. Trustworthy.
Lacks effective communication skills.								Able to share ideas and feelings with peers and adults. Good communicator.
Emotionally unpredictable. Mood swings frequently.								Emotionally stable. Generally in a good mood.

8. If you were leading or teaching at a program such as those described in our catalog and on our website (www.goputney.com), would you be eager to have the applicant in your group? Please explain.

9. (Language instructors for Language Learning or Pre-College Language Course Applicants Only):

a. For how many years have you been his/her language instructor? _____

b. At what level of French/Spanish/Mandarin is the applicant currently enrolled (e.g. French 2 honors)? _____

c. On a scale of 1 to 10, please rate the applicant in the following areas:

Motivation for language study: _____ Oral proficiency: _____ Grasp of grammatical structures: _____

Curiosity about cultures of French, Spanish, or Mandarin speaking countries: _____

d. Please comment on the likelihood that the applicant would be committed to speaking French/Spanish/Mandarin on this program, even with English-speaking peers, instructors, and/or native speakers:

Name and Position: _____

Signature: _____

Date: _____ E-mail address: _____

Day phone: _____ Evening phone: _____

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