

REFERENCE LETTER FORM

To the Applicant

After completing all the questions below, give this form to a former teacher or employer. Please also give them a stamped envelope addressed to Next Step.

Legal Name (Last Name, First Name Middle Initial)

☐ Female

☐ Male

Birth date:

Phone Number:

Address (Number & Street, Apartment #, City, State, Zip Code)

IMPORTANT PRIVACY NOTICE: Under the terms of the Family Educational Rights and Privacy Act (FERPA), after you matriculate you will have access to this form and all other recommendations and supporting documents submitted by you and on your behalf after matriculating, unless at least one of the following is true:

1. The institution does not save recommendations post-matriculation

2. You waive your right to access below, regardless of the institution to which it is sent:

_Yes, I do waive my right to access, and I understand I will never see this form or any other recommendations submitted by me or on my behalf.

_No, I do not waive my right to access, and I may someday choose to see this form or any other recommendations or supporting documents submitted by me or on my behalf to the institution at which I'm enrolling, if that institution saves them after I matriculate.

Signature

Date

To the Teacher/Employer

The person whose name appears on this document is applying for admission to Next Step. Next Step is a two-year certification program for young adults with intellectual disabilities. The program combines inclusive academic classes, life skills classes, and internships with social and recreational opportunities on the Vanderbilt campus. The goal of the program is to broaden the career options and opportunities for individuals with intellectual disabilities. In order for these students to best meet the expectations of adults in today's society, they need to have integrated educational experiences. The goals are for the students to have the "outcomes we all value – a career, close relationships, and enjoyment...." (Hughes & Carter, *Transition Handbook*, Brookes Pub., 2000).

Please truthfully complete this form to the best of your ability and feel free to attach a separate document if more space is needed. Return all documents in the envelope provided to you by this student. Please submit your reference promptly. Should you have any questions regarding this reference or our program, please call (615) 343-0822. We hope that you visit our website at NextStep.Vanderbilt.edu.

Name

Subject Taught (if applicable)

Signature

Date

Secondary School/Organization:
Address:
Reference's phone number:
Email address:

Background Information:

How long have you known this student and in what context?

What are the first words that come to your mind to describe this student?

List the courses you have taught this student, noting for each the student's year in school and the level of course difficulty (if applicable).

Please rate the applicant in comparison to same-age peers without disabilities on the following characteristics on a scale of one to five (with one low and five high). Enter your ratings under the categories to which you feel qualified to respond.

1 = low or problem

3 = middle or somewhat present

5 = very high

GENERAL	School						Job					
Initiative	1	2	3	4	5	n/a	1	2	3	4	5	n/a
Motivation	1	2	3	4	5	n/a	1	2	3	4	5	n/a
Reliability	1	2	3	4	5	n/a	1	2	3	4	5	n/a
Perseverance	1	2	3	4	5	n/a	1	2	3	4	5	n/a
General Attitude	1	2	3	4	5	n/a	1	2	3	4	5	n/a

Comments:

INTERPERSONAL	School						Job					
Ability to relate to: -peers	1	2	3	4	5	n/a	1	2	3	4	5	n/a
-teachers	1	2	3	4	5	n/a	1	2	3	4	5	n/a
-work supervisors	1	2	3	4	5	n/a	1	2	3	4	5	n/a
-young children	1	2	3	4	5	n/a	1	2	3	4	5	n/a
-elderly people	1	2	3	4	5	n/a	1	2	3	4	5	n/a

Comments on style of interaction and specific strengths and weaknesses in social interactions:

JUDGEMENT/DECISION MAKING	School						Job					
Ability to:	1	2	3	4	5	n/a	1	2	3	4	5	n/a
-make everyday decisions using good judgment												
-act in an emergency using good judgment	1	2	3	4	5	n/a	1	2	3	4	5	n/a
-use people as a resource (asking for help when necessary, asking questions/clarification)	1	2	3	4	5	n/a	1	2	3	4	5	n/a

Comments (Use examples if possible):

EMOTIONAL ADAPTABILITY	School						Job					
Ability to:	1	2	3	4	5	n/a	1	2	3	4	5	n/a
-cope with stress												
-adjust well to new situations	1	2	3	4	5	n/a	1	2	3	4	5	n/a
-separate own problems from problems of others (avoid taking everything personally)	1	2	3	4	5	n/a	1	2	3	4	5	n/a

Comments (Be specific: What types of situations does the applicant find stressful? What coping mechanisms are used?)

TIME MANAGEMENT and ORGANIZATION	School						Job					
Ability to:	1	2	3	4	5	n/a	1	2	3	4	5	n/a
-attend to daily schedule (arrives at places on time, etc.)												
-plan and carry out activities	1	2	3	4	5	n/a	1	2	3	4	5	n/a
-prioritize	1	2	3	4	5	n/a	1	2	3	4	5	n/a
-keep track of belongings	1	2	3	4	5	n/a	1	2	3	4	5	n/a

Comments: (Be specific about the nature of any difficulties and the kind of supervision required to cope)

Why do you feel that this person is/is not appropriate for Next Step at Vanderbilt University?

May we contact you for further information? ☐ Yes ☐ No

We greatly appreciate your time and effort for completing this form. Thank you for your assistance with the application process!

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