

ACE RECOMMENDATION FORM

Student: Last Name _____
First Name _____
Middle Initial _____
High School Name _____ or
ABE Site Location _____

Check One:

☐

High School ACE Program

☐

Rio Salado College Adult ACE Program

ACE Candidate Instructions: This form is to be completed by an adult not related to the ACE Program candidate such as a high school counselor, teacher, employer, coach, or pastor (at least one must be a current teacher).

- Allow your recommender at least one week to complete the form.
- Ask your recommender to place the form in a sealed envelope.
- **Submit the sealed recommendation envelope with all other application documents by your specified deadline.**

Recommender: The student listed above is in the process of applying to one of the Maricopa County Community College District Achieving a College Education (ACE) Programs. ACE is designed to help under-represented students in their transition from high school/GED to community college and university.

The student's present grades may not reflect his or her potential. Your feedback will help us determine whether this candidate has the potential to benefit from the ACE Programs.

Recommender Name: _____

Professional Title (subject taught if applicable): _____

School/Community Organization: _____

E-mail: _____

Contact Number: _____

How long have you known the candidate? _____ Months _____ Year(s)

Please rate the student on the following factors, from **1 (low)** to **5 (high)**.

Character and Personality

| | Not Applicable | Low | | | | High |
|-----------------------------------|------------------------------|----------------------------|----------------------------|----------------------------|----------------------------|----------------------------|
| 1. Shows respect towards adults | <input type="checkbox"/> n/a | <input type="checkbox"/> 1 | <input type="checkbox"/> 2 | <input type="checkbox"/> 3 | <input type="checkbox"/> 4 | <input type="checkbox"/> 5 |
| 2. Respects other students | <input type="checkbox"/> n/a | <input type="checkbox"/> 1 | <input type="checkbox"/> 2 | <input type="checkbox"/> 3 | <input type="checkbox"/> 4 | <input type="checkbox"/> 5 |
| 3. Respected by others | <input type="checkbox"/> n/a | <input type="checkbox"/> 1 | <input type="checkbox"/> 2 | <input type="checkbox"/> 3 | <input type="checkbox"/> 4 | <input type="checkbox"/> 5 |
| 4. Politeness and manners | <input type="checkbox"/> n/a | <input type="checkbox"/> 1 | <input type="checkbox"/> 2 | <input type="checkbox"/> 3 | <input type="checkbox"/> 4 | <input type="checkbox"/> 5 |
| 5. Leadership traits | <input type="checkbox"/> n/a | <input type="checkbox"/> 1 | <input type="checkbox"/> 2 | <input type="checkbox"/> 3 | <input type="checkbox"/> 4 | <input type="checkbox"/> 5 |
| 6. Personal initiative | <input type="checkbox"/> n/a | <input type="checkbox"/> 1 | <input type="checkbox"/> 2 | <input type="checkbox"/> 3 | <input type="checkbox"/> 4 | <input type="checkbox"/> 5 |
| 7. Organization/time management | <input type="checkbox"/> n/a | <input type="checkbox"/> 1 | <input type="checkbox"/> 2 | <input type="checkbox"/> 3 | <input type="checkbox"/> 4 | <input type="checkbox"/> 5 |
| 8. Accepts constructive criticism | <input type="checkbox"/> n/a | <input type="checkbox"/> 1 | <input type="checkbox"/> 2 | <input type="checkbox"/> 3 | <input type="checkbox"/> 4 | <input type="checkbox"/> 5 |
| 9. Positive attitude | <input type="checkbox"/> n/a | <input type="checkbox"/> 1 | <input type="checkbox"/> 2 | <input type="checkbox"/> 3 | <input type="checkbox"/> 4 | <input type="checkbox"/> 5 |
| 10. Accountability | <input type="checkbox"/> n/a | <input type="checkbox"/> 1 | <input type="checkbox"/> 2 | <input type="checkbox"/> 3 | <input type="checkbox"/> 4 | <input type="checkbox"/> 5 |
| 11. Dependability | <input type="checkbox"/> n/a | <input type="checkbox"/> 1 | <input type="checkbox"/> 2 | <input type="checkbox"/> 3 | <input type="checkbox"/> 4 | <input type="checkbox"/> 5 |

Academics

1. Motivation to learn
2. Self-discipline in the classroom
3. Completes assignments on time
4. Neatness of assignments
5. Punctuality
6. Overall attendance

Not Applicable

| | |
|--------------------------|-----|
| <input type="checkbox"/> | n/a |
| <input type="checkbox"/> | n/a |
| <input type="checkbox"/> | n/a |
| <input type="checkbox"/> | n/a |
| <input type="checkbox"/> | n/a |
| <input type="checkbox"/> | n/a |

Low

| | |
|--------------------------|---|
| <input type="checkbox"/> | 1 |
| <input type="checkbox"/> | 1 |
| <input type="checkbox"/> | 1 |
| <input type="checkbox"/> | 1 |
| <input type="checkbox"/> | 1 |
| <input type="checkbox"/> | 1 |

| | |
|--------------------------|---|
| <input type="checkbox"/> | 2 |
| <input type="checkbox"/> | 2 |
| <input type="checkbox"/> | 2 |
| <input type="checkbox"/> | 2 |
| <input type="checkbox"/> | 2 |
| <input type="checkbox"/> | 2 |

| | |
|--------------------------|---|
| <input type="checkbox"/> | 3 |
| <input type="checkbox"/> | 3 |
| <input type="checkbox"/> | 3 |
| <input type="checkbox"/> | 3 |
| <input type="checkbox"/> | 3 |
| <input type="checkbox"/> | 3 |

| | |
|--------------------------|---|
| <input type="checkbox"/> | 4 |
| <input type="checkbox"/> | 4 |
| <input type="checkbox"/> | 4 |
| <input type="checkbox"/> | 4 |
| <input type="checkbox"/> | 4 |
| <input type="checkbox"/> | 4 |

High

| | |
|--------------------------|---|
| <input type="checkbox"/> | 5 |
| <input type="checkbox"/> | 5 |
| <input type="checkbox"/> | 5 |
| <input type="checkbox"/> | 5 |
| <input type="checkbox"/> | 5 |
| <input type="checkbox"/> | 5 |

1. Please comment on the student's potential and personal characteristics.

2. What else should the selection committee take into consideration when assessing this candidate's application packet (strengths, challenges, extra curricular activities that may impact quality of work)?

Recommendation: Do you recommend this student for enrollment in our Maricopa Community College ACE Program while attending high school or a GED program? Circle one below.

☐ **Yes**☐ **Some Concerns**☐ **No**

Please provide a brief comment below if **Some Concerns** or **No** is circled.

Recommender Signature _____ **Date** _____

Place the Recommendation Form in the ACE envelope, seal, sign across the seal, and return to the student when filled out.

Rio Salado College Adult ACE Candidates Only

List the most recent TABE scaled score, test form, and grade equivalent for each subject area.

Reading _____ / _____ / _____
TABE Sealed Score Test Form Grade Equivalent

Math _____ / _____ / _____
TABE Sealed Score Test Form Grade Equivalent

Language _____ / _____ / _____
TABE Sealed Score Test Form Grade Equivalent