

## Teacher Recommendation Form

(Required for Yearbook I students only.)

Applicant's Name: \_\_\_\_\_

Teacher's Name: \_\_\_\_\_

Subject/Grade level: \_\_\_\_\_

**Directions: Please answer the following questions concerning the applicant. He/she has applied to be a staff member on yearbook next year. It is VERY important that all questions are answered as accurately as possible and that your comments are honest. ALL forms will be kept confidential.**

**Please return to Caroline Sutton's mailbox or send to room 1018. Please do not give it back to the student to give to me.**

**Circle your answer and make any comments you feel would help me choose a competent staff.**

1. **He/she is polite and well-mannered and would represent the staff well.**  
Almost always                      Sometimes                      Almost never
  
2. **He/she meets all deadlines. (Short and long-term assignments.)**  
Almost always                      Sometimes                      Almost never
  
3. **He/she can take criticism well.**  
Almost always                      Sometimes                      Almost never
  
4. **He/she volunteers to take responsibility in a leadership capacity.**  
Almost always                      Sometimes                      Almost never
  
5. **He/she works well with others.**  
Almost always                      Sometimes                      Almost never
  
6. **He/she is flexible.**  
Almost always                      Sometimes                      Almost never
  
7. **He/she is trustworthy.**  
Almost always                      Sometimes                      Almost never
  
8. **He/she demonstrates good verbal communication.**  
Almost always                      Sometimes                      Almost never
  
9. **He/she is a creative writer.**  
Almost always                      Sometimes                      Almost never
  
10. **He/she understands and uses proper grammar in his/her writing.**  
Almost always                      Sometimes                      Almost never

**11. He/she is not tardy to class.**

Almost always

Sometimes

Almost never

**12. He/she is often absent from class.**

Almost always

Sometimes

Almost never

**13. He/she displays school spirit.**

Almost always

Sometimes

Almost never

**14. He/she is goal-orientated.**

Almost always

Sometimes

Almost never

**15. He/she follows directions the FIRST time they are given.**

Almost always

Sometimes

Almost never

**Comments: (Any additional information that might help the selection process.)**

**THANK YOU FOR YOUR TIME! IT IS MUCH APPRECIATED! Yearbook students who do not complete assignments or who are chronically absent cost YRAC money, delay the production of the book, and make Ms. Sutton irritable. Selecting a staff is crucial to a productive year.**