

The Evergreen State College
Master in Teaching
Placement File
Recommendation Form

Candidate Name (please print): _____

The Family Education Rights and Privacy Act (FERPA) opens many candidates records for the candidates inspection. The law also permits the candidate to sign a waiver relinquishing the right to inspect letters of recommendation, in which case they are considered to be "confidential." The candidate's signature below constitutes a waiver; no signature means the applicant has the right to read her/his reference.

Date: _____ Candidate's Signature: _____

Reference Giver: Please review information on reverse before completing this form. Thank you.

NOTE: If, as the writer, you prefer to use letterhead stationery, simply fill in the box below, write the words "see attached" in the middle of this form, and return the form with your separate letter.

To be completed by the reference giver:

Date: _____ Author's Signature: _____

Reference Name & Title: _____

Institution & Phone Number: _____

Placement Office
(360) 867-6573 • MITJobs@evergreen.edu
<http://www.evergreen.edu/mit>

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NOTES FOR REFERENCE GIVERS

As students ask you for assistance or recommendations for graduate school, professional school or employment, you may want to refer to the *National Association of Colleges and Employers'* Guidelines for Reference Providers (below).

SUGGESTED GUIDELINES FOR WRITTEN REFERENCES

1. Provide a written reference only if a student has given your name as a reference.
2. If a "to whom it may concern" reference letter is requested, document that this is the type of reference requested and that the student or job applicant takes responsibility for disseminating the letter to the proper persons.
3. When you prepare reference letters, be factual; do not editorialize. Avoid vague statements. Respond to the specific inquiry about the student or job applicant. Direct the response to the particular person who requested the information.
4. Relate references to the specific position for which the person applied and the work that the applicant will perform.
5. A good practice is to avoid giving personal opinions or feelings. However, if you make subjective statements or give opinions because they are requested, clearly identify them as opinions and not as fact.
6. If you give an opinion, explain the incident or circumstances upon which you base the opinion.
7. Be able to document all information you release.
8. If you prefer to write a CONFIDENTIAL reference letter, state in the letter: "This information is confidential, should be treated as such, and is provided at the request of [name of student or applicant], who has asked me to serve as a reference." Statements such as this give justification for the communication and leave no doubt that the information was not given to hurt a person's reputation.
9. Do not include information that might indicate the individuals race, color, religion, national origin, age, disability, citizenship status, (unless by the individual's name it is obvious), or marital status.

NOTE: If, as the writer, you prefer to use letterhead stationery, write the words "see attached" in the middle space of the reverse form, complete the information box on the bottom of the page, and return it form with your separate letter.

Please return materials to:

The Evergreen State College
Master in Teaching Program
Placement Office
2700 Evergreen Parkway NW, S2 - E3131
Olympia, WA 98505

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(360) 867-6573 • MITJobs@evergreen.edu
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