

COVENANT SCHOOL OF RADIOGRAPHY
2002 W. Loop 289, Suite 120 • Lubbock, Texas 79407 • (806) 725-8965

Reference Form

A. APPLICANT SECTION

Applicants must provide 3 completed reference forms. Make sure you receive all the letters back so you can successfully submit your application with the letters attached. We can no longer accept incomplete application documents. Follow instructions carefully.

APPLICANT NAME: _____

ADDRESS: _____

APPLICANTS MUST SIGN AND DATE BELOW BEFORE DELIVERING THIS FORM TO THE EVALUATOR

I hereby voluntarily waive and relinquish any right of access to all confidential letter of evaluation provided by the Family Educational Rights and Privacy Act of 1974 (Buckley Amendment). I release from any liability all persons and entities who provide information concerning my competence, ethical conduct, character, and other information regarding my qualifications for admission to Covenant School of Radiography. I further fully release and forever discharge Covenant School of Radiography and their servants, agents, and employees for their use of and reliance upon any such information obtained and I hereby indemnify and hold them harmless from any liability or loss whatsoever.

Applicants signature

Date

B. EVALUATOR SECTION

The remainder of the form is for the EVALUATOR to complete. This applicant has applied for admission to Covenant School of Radiography in Lubbock, Texas. You have been asked by the applicant to comment on his or her ability, suitability, and motivation for entering the school.

Please answer the questions on the back in order to provide information the school needs. This Reference Form must be completed entirely in order for the evaluation to be acceptable.

Sign the back of the envelope after you have sealed it. **RETURN THE COMPLETED REFERENCE FORM SEALED IN AN ENVELOPE TO THE APPLICANT.** Do NOT return this form directly to the school. Return this form to the applicant so it can be submitted with all other application requirements.

EVALUATION OF APPLICANT

1. How long have you known the applicant and in what way?
2. Describe the applicant's strengths or weaknesses as they would apply to the higher education process. Please list any personal characteristics or areas that would enhance the applicant's suitability.
3. Place an "X" in ONE box within the range for each category. Leave blank any section you are unable to evaluate.

Categories	<u>Poor</u>		<u>Average</u>		<u>Excellent</u>	
	1	2	3	4	5	6
Integrity						
Reliability						
Motivation						
Emotional Stability						
Social values						
Rapport with others						
Leadership qualities						

4. Overall Recommendation:
Check the ONE category in which you would place this applicant
☐ Highly recommended without reservation
☐ Recommended
☐ Recommended with reservation
☐ Do not recommend

Evaluation by:

Name: _____

Title: _____

Address: _____

E-mail: _____

Phone: _____

Evaluator's Signature: _____ Date: _____

Place letter in provided envelope, seal, sign your name on back of envelope, & return envelope to applicant