

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	n/a	1	2	3	4	5
2. Respects other students	n/a	1	2	3	4	5
3. Respected by others	n/a	1	2	3	4	5
4. Politeness and manners	n/a	1	2	3	4	5
5. Leadership traits	n/a	1	2	3	4	5
6. Personal initiative	n/a	1	2	3	4	5
7. Organization/time management	n/a	1	2	3	4	5
8. Accepts constructive criticism	n/a	1	2	3	4	5
9. Positive attitude	n/a	1	2	3	4	5
10. Accountability	n/a	1	2	3	4	5
11. Dependability	n/a	1	2	3	4	5

Academics

Not Applicable

Low

High

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

TABE Sealed Score Test Form Grade Equivalent TABE Sealed Score Test Form Grade Equivalent TABE Sealed Score Test Form Grade Equivalent