



900 W Camp Wisdom Rd., Duncanville, TX 75116
 (972) 708-3700 | FAX (972) 708-3737
 Pamela Thomas, Principal

Reference for Potential Student

The below student is requesting a reference as part of the application process for Duncanville High School Collegiate Academy. Please complete the information requested to the best of your ability. Place the completed form in an envelope and seal the envelope. Then write your name across the seal **before** returning it to the applicant.

Student Name: _____ How long have you known the applicant? _____

Please rate the student on the following personal characteristics:

Characteristics	1 - Needs Improvement	2 - Meets Expectations	3 - Exceeds Expectations
Communication Skills	1	2	3
Attitude	1	2	3
Quality of Work Submitted	1	2	3
Work Ethic	1	2	3
Group Work Cooperation/Collaboration	1	2	3
Responsibility	1	2	3
Leadership	1	2	3

Your **OVERALL** recommendation for admission:

___ I recommend the application for admission. Please comment:

___ I recommend the application for admission **with reservation**. Please comment:

___ I **do not** recommend the application for admission. Please comment:

Person Completing Form (Please Print): _____ Date: _____

Signature of Person Completing Form: _____

Subject Area: _____ Phone: _____