

Mail to:
 California Lutheran University
 Office of Admission
 60 West Olsen Road #1350
 Thousand Oaks, CA 91360-2700

Academic Recommendation

All candidates for admission to California Lutheran University are required to submit one letter of recommendation from a teacher or guidance counselor. Additional letters from teachers, coaches, music instructors, or clergypersons are welcome but are not required. Written recommendations on school letterhead are acceptable, provided the questions on this form are addressed.

APPLICANT

Please complete the information below prior to giving this form to a teacher or guidance counselor.

_____ Male Female

 Last/Family Name First/Given Name Middle Name U.S. Social Security Number (optional)

 Number and Street Birth Date _____ / _____ / _____

 City State/Province Zip/Postal Code Country

 Telephone Primary E-mail Address

Current year courses – please indicate title, level (AP, IB, advanced honors, etc.) and credit value of all courses you are taking this year.

First Semester/Trimester	Second Semester/Trimester	Third Trimester
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

I agree to waive the right to review or access the information provided on this recommendation form. I understand that this form is for admission purposes only and if I enroll at California Lutheran University, it will not be included as part of my permanent record.

 Signature Date

TEACHER / GUIDANCE COUNSELOR

This section should be completed by a teacher or guidance counselor who knows the candidate well and can speak to the candidate's academic potential. This information is to be used solely for the admission process and will be removed from the student's file upon enrollment.

- How long have you known this student? _____ In what capacity have you known this student? _____
- In what course or courses have you taught this student? _____
- What three or four words first come to your mind when describing this student? _____

4. Compared to other students in his or her class year, how do you rate this student in terms of:

No Basis		Below Average	Average	Good (above average)	Excellent (top 10%)	One of the top few encountered in my career
	Academic Achievement					
	Extracurricular accomplishments					
	Personal qualities and character					
	Overall					

Please write whatever you think is important about this student, including a description of academic and personal characteristics, as demonstrated in your classroom. We welcome information that will help us to differentiate this student from others. (Feel free to attach an additional sheet or another reference you may have prepared on behalf of this student.)

6. Has the applicant ever been found responsible for a disciplinary violation at your school, whether related to academic misconduct or behavioral misconduct, that resulted in the applicant's probation, suspension, removal, dismissal, or expulsion from your institution? Yes No

7. To your knowledge, has the applicant ever been convicted of a misdemeanor, felony, or other crime? Yes No

If you answered *yes* to either or both questions, please attach a separate sheet of paper or use your written recommendation to give the approximate date of each incident and explain the circumstances.

Check here if you would prefer to discuss this over the phone with the admission office.

I recommend this student: With reservation Fairly strongly Strongly Enthusiastically

How familiar are you with CLU? I know CLU well I am somewhat familiar with CLU
 I know very little about CLU I am a CLU alum, Class of _____
 I would like to receive more information about CLU

The candidate's application for admission will not be reviewed until this recommendation is filed with the Office of Admission. Thank you for your time and effort in completing this recommendation.

 Recommender's Name (please print or type) _____
 Recommender's Email

 Name of School _____
 School Telephone Number _____
 School Fax

 School Mailing Address

 Signature _____
 Date