



DUCA GUIDANCE COUNSELOR'S RECOMMENDATION FORM

Guidance Counselor: Staple this form to the top of your letter.

DUCA Applicant: Please write your DUCA ID # below

This recommendation form must be returned by: May 31, 2012

DUCA Applicant:

Please type or print. Complete this section, enter your DUCA ID # in the space above, and sign below. Give this form and an envelope to your guidance counselor whom you have asked to recommend you. When that person returns the sealed envelope to you, include it with your other application materials.

Applicant's Name: _____

Applicant's e-mail: _____ Date of Birth: _____

Guidance Counselor's Name: _____ Applicant's Grade Level: _____

Guidance Counselor's e-mail: _____ Guidance Counselor's Phone : _____

Guidance Counselor:

Please type or print your letter. Write candidly about the applicant. Indicate how long and in what capacity you have known the applicant. Discuss the applicant's qualifications and potential to participate in DUCA. In describing such attributes as motivation, intellect, and maturity, please discuss both strong and weak points. Specific examples are more useful than generalizations. Indicate rank in class, if known. If possible, compare the applicant with others you have recommended in the past. If the applicant's first language is not English, comment on his or her ability to read, write, speak in English.

Please enclose the following information along with your recommendation:

PSAT/SAT Scores

Transcript

Signature: _____ Date: _____

Name: _____ Title: _____

E-mail: _____ Telephone: _____

Institution: _____
Name address

Mailing the completed recommendation letter:

Seal the recommendation letter and this completed form in an envelope and sign your name across the seal. Return the signed, sealed envelope to the DUCA applicant well before the deadline indicated. If you do not want to return the recommendation to the applicant, you can send it directly to our office at: DUCA c/o The *iSchool* at Drexel, 3141 Chestnut Street, Philadelphia, PA 19104.

This recommendation will remain confidential during the admission process and will be used by the DUCA admissions committee in order to make a decision accordingly.