CHICAGO STATE UNIVERSITY
9501 SOUTH KING DRIVE
CHICAGO, ILLINOIS 60628-1598

OFFICE OF TEACHER CERTIFICATION
EDUCATION BUILDING/ROOM 208
773/995-2519

PERSONAL REFERENCE

To the Applicant: Please complete the three lines below. Ask a person outside the university who knows you well to complete this personal reference form. Ask this person to seal the completed form in an envelope, sign his/her name over the sealed flap, and return it to you or directly to the Office of Teacher Certification. **Personal reference forms not sealed and signed across the flap will not be accepted.**

[PLEASE PRINT]

Name of Applicant: _____ **UID#:** _____

Program Major: _____ **Date:** _____

Name of Recommender: _____ **Relationship to Applicant:** _____

To The Recommender: The person named above has applied for admission to the College of Education at Chicago State University to enter a program leading to teacher certification. Please write you candid responses on this form to assist us in assessing the applicant's character, conscientiousness, interpersonal skills, attitude toward children, and interaction with children.

Please complete all portions of the front and back of this form and summarize your recommendation by answering the last question on the back. Use additional pages if necessary. Reference forms submitted that do not address the applicant's character as it relates to teaching and children, and general letters of recommendation, will not be accepted. Please seal this form in an envelope, sign your name over the sealed flap, and return the signed and sealed form to the applicant or mail it directly to:

Office of Teacher Certification
Chicago State University – ED 208
9501 S. King Drive
Chicago, IL 60628-1598

1. Please describe the applicant's integrity and conscientiousness at they relate to teaching and children.

2. Please describe the applicant's interpersonal skills as they relate to teaching and children

[Please continue on the back of this page]

3. Please describe the applicant's attitude toward and interaction with children.

4. Please describe anything else about the applicant that you think would assist us in judging the applicant's character and potential for success as a teacher.

In conclusion:

- ☐ I do recommend the applicant for admission to the College of Education
- ☐ I do not recommend the applicant for admission to the College of Education
- ☐ I do not know the applicant well enough to make a recommendation.

SIGNATURE: _____ **DATE:** _____

NUMBER OF YEARS YOU HAVE KNOWN THE APPLICANT: _____ **RELATIONSHIP TO APPLICANT:** _____

PLEASE SIGN YOUR NAME ACROSS THE SEALED FLAP OF THE ENVELOPE AND RETURN IT TO THE APPLICANT

OR

SIGN YOUR NAME ACROSS THE SEALED FLAP AND MAIL DIRECTLY TO THE OFFICE OF TEACHER CERTIFICATION AT THE ADDRESS ON THE FRONT.

We regret that personal reference forms will not be accepted if they are returned in an envelope without your signature across the sealed flap.