Recommendation Form

The National Court Reporters Association (NCRA) is pleased to offer five scholarships ($250, $500, $750, $1000, and $1500) to students attending an NCRA-approved court reporting program. Three recommendation forms are required. Two recommendations must be from persons unrelated to the applicant, who will attest to his or her motivation, character, integrity, and educational pursuit. One recommendation must be from a faculty member or academic advisor. This form must be submitted; a letter in its place will not be accepted and the application will be considered incomplete.

DEADLINE: April 1, 2020

Section A. To be completed by applicant: (please print)

Applicant Name:
Last                      First                      MI

Address:
Street                     City                      State                      Zip

E-mail Address:            Phone #:

Institution seeking degree from:

Est. Graduation Date:

In accordance with the Family Educational Rights and Privacy Act of 1974, you can waive your right to inspect this recommendation by signing the statement below. Should you decide not to waive the right, you will have access to the recommendation only by written request with signature.

_____ Yes, I hereby waive my right of access to this recommendation.

Signature                      Date

_____ No, I do not waive my right of access to this recommendation.

Signature                      Date

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Section B: To be filled out by the Recommender: (please print)

1. How long have you known this student and in what context?

2. What are the first two words that come to your mind to describe this student?

3. List the courses (s) in which you have taught this student? (ex. SH200 if applicable)

4. Please rate this student using the following:
5. Overall recommendation:

☐ I recommend the applicant without reservation.

☐ I recommend the applicant with reservations. (Explain below)

☐ I do not recommend the applicant for this scholarship.

/ / /
Recommender’s Name (please print) Signature Date

/ /
Institution/Organization Name Title

Phone Number: and/or E-mail:

Returning the completed recommendation letter:
This recommendation should be returned by the person making the recommendation. Please email the document and send questions to the Education Department at schools@ncra.org.

Must be received or postmarked on or before April 1, 2020.

This recommendation will remain confidential during the review process and will be destroyed after the award and acceptance of the scholarships. For more information, visit the NCRA Scholarship site.