The National Court Reporters Foundation is pleased to announce that nominations are being solicited for the NCRA A to Z® Scholarship. Students that have completed an NCRA A to Z® Intro to Steno Machine Shorthand program and are enrolled in a court reporting program are encouraged to apply for consideration of one of ten $500 scholarship awards. The 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 #:**

**List court reporting program:**

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:

<table>
<thead>
<tr>
<th>CRITERIA</th>
<th>Exceptional</th>
<th>Exceeds Expectation</th>
<th>Meets Expectation</th>
<th>Below Expectation</th>
<th>Not Applicable</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic achievement</td>
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<td>Initiative</td>
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<td>Motivation</td>
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<td>Leadership</td>
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<td>Disciplined work habits</td>
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<td>Intellectual ability (promise)</td>
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<td>Self-confidence</td>
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<td>Dedication</td>
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</tbody>
</table>
5. Overall recommendation:

☐ I recommend the applicant without reservation. (Explain below)

☐ 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.