

**California State University San Marcos**  
**COLLEGE OF EDUCATION**

**LETTER OF RECOMMENDATION FOR ADMISSION**

**Approved by: Program Coordinators Committee**  
**December 13, 2007**

**Letters of recommendation:**

Letters of recommendation are non-confidential and should be submitted with the application (scanned if application is electronic; original letters if submitted on paper). Please include your CSUSM student ID number or the last four digits of your Social Security number on each letter.

Applicants must submit three letters of recommendation:

- one from a public school teacher with whom the applicant has worked in a K-12 classroom.
- two from others who are knowledgeable about the applicant's personal qualities and professional potential

**Instructions for letters of recommendation**

**Instructions to the applicant:**

Letters of recommendation are non-confidential and should be submitted with the application (scanned if application is electronic; original letters if submitted on paper). For identification purposes, please include the your CSUSM student ID number or the last four digits of your Social Security Number on each letter.

Applicants must submit three letters of recommendation:

- one from a public school teacher with whom the applicant has worked in a K-12 classroom.
- two from other persons who are knowledgeable about the applicant's personal qualities and professional potential

Appropriate persons to write the two additional letters include (but are not limited to):

- A college or university professor (but **not** EDUC 350/364/422 professors, who already submit information to the admissions process)
- A current or former employer or supervisor
- The leader of an organization in which the applicant has worked or belonged (including community, youth, and religious organizations)
- A K-12 educator with whom the applicant has worked in a school setting (in addition to the required teacher letter)
- The applicant's former K-12 teacher with whom the applicant has maintained contact

*Letters from the applicant's family members are not appropriate.*

**Instructions to the recommender:**

In your letter, please provide a candid assessment of the applicant and her/his qualifications for admission to a teacher education program. It would be helpful if you comment on as many of these qualities as you have observed:

- academic achievement and writing skills
- maturity and responsibility
- receptivity to mentorship
- dependability
- initiative
- flexibility
- interpersonal communication skills
- social and cooperative skills
- sensitivity to diversity
- professional demeanor
- abilities and experiences with children and youth
- interest in becoming a teacher

Please indicate how long and in what capacity you have known the applicant.

Please indicate the strength of your recommendation: Recommend with reservations, Recommend, Highly Recommend.