

SELF-MANAGED EDUCATION CREDENTIALS REFERENCE REQUEST FORM

Lebanon Valley College

Candidate's Name – please print

Date Requested

Address

Major(s) / Certification(s)

City / State / Zip

Graduation Date

E-mail Address

Candidate's Signature

NOTE TO THE AUTHOR OF STATEMENT: The above named individual is requesting your recommendation for employment in education. Your willingness to provide an evaluation of this individual is appreciated.

Your assessment should include some indication of the duration and type of acquaintance you had with the candidate and situations which will best describe the candidate's abilities. Briefly cite examples that describe qualities and achievements. Be honest, factual, expressive, and as specific as possible.

Please **complete the information requested** below. Then, **type your recommendation letter on letterhead** of the school district/organization where you are employed and **sign it**. Please also **paper clip this form to your reference letter** and mail it directly to the candidate at the address provided above.

Date: _____

Name of Evaluator: _____
Please type or print

Title: _____

Employer: _____

E-mail: _____ Phone: _____

Fax: _____

City: _____ State: _____ Zip _____

Signature: _____