



# 2022-23

## Optional Third Teacher Recommendation for Applicants Attending HCPS

### DIRECTIONS FOR COMPLETING OPTIONAL THIRD TEACHER RECOMMENDATION

**All specialty center applicants in HCPS are required to submit two teacher recommendations in the online student specialty center application.** One of the teachers they select should be from a core subject area such as mathematics, English, science or social studies. The second recommendation can be from another teacher in any of these subject areas as well as world languages and electives. Those two recommendations will be used for **all the specialty centers** to which students are applying.

Some centers allow students to submit **a third optional teacher recommendation**; however, **only two teacher recommendations are required**. Students have the option of selecting **one** third teacher of their choice to complete **a paper copy** of the Optional Third Teacher Recommendation Form. Paper copy recommendations will be completed by your teachers and forwarded to the specialty center(s) where you choose to have this optional recommendation sent.

The centers listed below allow students to submit an optional third teacher recommendation.

- Center for Allied Health and Human Services
- Center for the Arts
- Center for Communications and Media Relations
- Center for Education and Human Development
- Center for Engineering
- Center for Environmental Studies and Sustainability
- Center for the Humanities
- Center for Information Technology
- Center for Leadership, Government, and Global Economics
- Center for Spanish Language and Global Citizenship
- International Baccalaureate at Henrico High School
- International Baccalaureate at J. R. Tucker High School

### Student Process for Requesting Optional Third Teacher Recommendation

**Step 1:** Download and print the Optional Third Teacher Recommendation Form.

**Step 2:** In black ink, complete the student information at the top.

**Step 3:** Check and sign the waiver information at the top of the form. Both you and your parent/guardian must sign this form.

**Step 4:** At the bottom, check the specialty center(s) where you choose to have this optional recommendation sent.

**Step 5:** Choose **only one teacher** to complete the Optional Third Teacher Recommendation Form for all centers.

**Step 6:** Distribute the Optional Third Teacher Recommendation Form to the appropriate teacher. Your teacher will forward the recommendation to the appropriate specialty center(s).

**Step 7:** Contact the specialty center director if you have any questions about the optional third recommendation.



Student (Last Name, First Name—please print) \_\_\_\_\_ Date \_\_\_\_\_

Teacher (please print) \_\_\_\_\_ Subject/School \_\_\_\_\_

# Optional Third Teacher Recommendation

## WAIVER OF RIGHT TO ACCESS CONFIDENTIAL INFORMATION

- We voluntarily waive right to information contained on this recommendation form.  
 We do not waive right to access. (No access is available before completion of the evaluation process.)

\_\_\_\_\_  
**Applicant's Signature                      Date                      Parent/Guardian's Signature                      Date**

**Important**  
**Parent/Guardian and applicant must check and sign here.**

**This student is applying to one or more specialty centers, advanced programs designed to challenge highly motivated students. Criteria for students in these programs include the following:**

- Student motivation and desire for rigorous coursework
- Ability to complete independent reading, writing and long-range projects outside of class
- Willingness and self-discipline to complete summer prerequisite work
- General ability to maintain a strong "B" average or higher

**Overall Recommendation**

**Please rate the student in these categories according to the scale below:**

- Excellent=4**
- Above average=3**
- Average=2**
- Below average=1**
- Not observed=N**

<input type="radio"/> Highly recommend	<input type="radio"/> Recommend with reservations					
<input type="radio"/> Strongly Recommend	<input type="radio"/> Do not recommend					
<input type="radio"/> Recommend		<b>4</b>	<b>3</b>	<b>2</b>	<b>1</b>	<b>N</b>
1. Desire and curiosity for learning		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2. Establishing and reaching goals		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
3. Working with peers, especially in group situations		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
4. Working well with teachers and other adults		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
5. Study skills and work habits		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
6. Original and independent thought		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
7. Oral communication skills		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
8. Written communication skills		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
9. Retention of knowledge and skills		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
10. Initiative and motivation		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
11. Completing assignments on time		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
12. Dealing with abstractions and generalizations		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
13. Response to challenge, frustration and adversity		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
14. Self-control and self-discipline		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
15. Dependability and trustworthiness		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

**Teacher Directions for Third Optional Recommendation**

**Signature** \_\_\_\_\_ **Title** \_\_\_\_\_  
 Rate the students in the overall recommendation and criteria listed above. Written recommendations are optional. Teachers may opt to write a letter or attach comments on the student's progress in class or readiness for advanced studies.

**Please sign your recommendation and send the recommendation to the appropriate specialty center(s) by pony or email using the ENCRYPT feature.**

**Student**  
 Check the specialty center(s) where you want this recommendation sent.

- |                                      |  |  |
|--------------------------------------|--|--|
| <input type="radio"/> Allied Health  | <input type="radio"/> Engineering            | <input type="radio"/> Leadership       |
| <input type="radio"/> Arts           | <input type="radio"/> Environmental Studies  | <input type="radio"/> Spanish Language |
| <input type="radio"/> Communications | <input type="radio"/> Humanities             | <input type="radio"/> IB/Henrico HS    |
| <input type="radio"/> Education      | <input type="radio"/> Information Technology | <input type="radio"/> IB/Tucker HS     |