

**ALABAMA STATE UNIVERSITY
HEALTH INFORMATION MANAGEMENT PROGRAM**

Confidential Recommendation

TO BE COMPLETED BY APPLICANT (Please type or print legibly)

NAME _____
Last First Middle

The Family Educational Rights and Privacy Act of 1974, and its amendments guarantee students access to their educational records. Students are also permitted to waive their right of access to recommendations. The following signed statement indicates the wish of the applicant regarding this recommendation. Failure to respond will be considered a waiver of the right to this recommendation.

_____ I waive my right to inspect the contents of the following recommendation.

_____ I do not waive my right to inspect the contents of the following recommendation.

Signature _____ Date: _____

TO BE COMPLETED BY RECOMMENDER

If you wish to make additional comments, please **attach** a letter to this form.

1. How long have you known this applicant and in what capacity? _____

2. How well do you feel you know the applicant? Casually _____ Well _____ Very Well _____

3. Please objectively rate the student in the following areas:

	Excellent	Above Average	Average	Below Average
Self Motivation				
Dependability				
Judgment				
Ability to cope with stressful situations				
Problem Solving				
Time Management				
Initiative				

Ability to accept constructive feedback				
Communication				
Assertiveness				
Integrity				

4. Please comment on the applicant's strengths and weaknesses, including his/her character, personality, maturity, or any other traits that may be pertinent to the applicant's performance in this curriculum.

5. Please indicate your recommendation (check one)

Recommend Strongly

Recommend with Reservation

Recommend

Cannot Recommend

Comments: _____

Recommender's

Name: _____ Title: _____

Recommender's

Signature: _____ Date: _____

Organization: _____

Address: _____

Telephone: _____

Please mail the Recommendation form to:

**Health Information Management
Alabama State University
PO Box 271
Montgomery, AL 36101-0271**