

*Prospective Tutor- please complete shaded box.
 Faculty, Staff, and Employer- please complete all other*

Reference Request For:

Last	First	Middle
<p>As a result of the Family Education Rights and Privacy Act of 1974, students may choose to have access to statements about themselves in their tutor files. The student has:</p> <p>_____ indicated he/she does not wish to read the reference(s).</p> <p>_____ indicated he/she does wish to read the reference(s).</p> <p>Signature of the prospective tutor _____ Date _____</p>		

Dear **faculty, staff, and employer:**

The Academic Success Center has received an application from the above person to become a tutor. We rely on references to understand our applicants' strengths and weaknesses relating to tutoring. Our office sincerely appreciates your effort to help us provide high quality tutoring to Iowa State University students. Thank you for your cooperation. If you have any questions, please feel free to contact us at 294-6624 or tutorsrv@iastate.edu.

1) How long have you known this individual and in what capacity?

2) For these courses, please evaluate the applicant by placing an (X) in the appropriate column.

	Excellent (5)	Good (4)	Average (3)	Fair (2)	Poor (1)	Can't Evaluate
Ability to communicate						
Treat others with respect						
Patience						
Reliability in fulfilling responsibilities.						

