

THANK YOU!

Each year, teachers like you spend many hours filling out forms for students interested in attending the Kalamazoo Area Mathematics and Science Center. We cannot begin to express how much your time and energy benefits our application process. The care that you take completing our reference forms directly corresponds to the ease with which our Applicant Review Panel can make valid decisions in determining qualified candidates for KAMSC. We appreciate your sacrifice of time and energy for our admissions process; we guarantee that it makes a world of difference to the many girls and boys who receive an invitation to attend the KAMSC program.

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INSTRUCTIONS and INFORMATION for TEACHERS

Note: if you prefer, download and save the *fillable* teacher form to your computer; doing this allows you to type your responses prior to printing your completed form.

INSTRUCTIONS FOR COMPLETING THE TEACHER RECOMMENDATION FORM

- ✓ Please do not refer to the student's name, gender or school name in your written responses. Identifying information, at the bottom of each form, is cut off before the application packet is given to the Applicant Review Panel.
- ✓ Please completely fill out the recommendation form. Each section is evaluated and awarded a score that contributes to the student's final evaluation.
- ✓ Please be consistent in your evaluation. Make sure your comments in the "Teacher Response" section are aligned with the scores in the "Performance Rating" section.
- ✓ If a line in the "Teacher Response" section is not answered, the readers cannot make an accurate evaluation of the applicant. This will have a negative effect on the final evaluation.
- ✓ If a line in the "Performance Rating" section is not answered it will not count against the applicant. Instead, that line item will be eliminated in the evaluation process.

- ✓ In order to have uniform reading and scoring, all evaluations need to be from the same form. Please complete the form supplied to you by your student **or you can download and save the (fillable) teacher recommendation form to your computer, prior to typing your responses.** The form can be found on the KAMSC website (www.kamsconline.com). A hard copy of the completed form should be collected by the counselor at your school; please do not email them your completed form.
- ✓ **Please provide comments that will help the reader better know the student and her or his abilities. Please do not provide "student needs more challenge" as your primary point of recommendation. Please provide insight as to why the student and KAMSC will be good fits for each other.**

NOTE: Students must be enrolled in an Algebra I or higher-level math class during their eighth grade year.

ASSURANCES

Each parent signs a form that waives all access to student application materials. Our school attorney has reviewed this waiver and has determined it is valid. Please understand that KAMSC considers the forms that you fill out confidential. We do not share this information with parents unless we receive written instructions from you.

APPLICANT REVIEW PANEL

The Applicant Review Panel reads all student applications. The panel is composed of volunteer educators and professionals. The educators are from our local middle and high schools, and professors from higher educations. Scientists, mathematicians and community leaders from business and industry, may also be members of the panel. The care you take in completing the student's recommendation is very important to this process. We value the reflections and comments provided for each student because you are an important educator in her or his academic life.

PROFILE OF A TYPICAL KAMSC STUDENT

Typical students in the program have:

- above a B average in math, science and English classes in high school;
- scores higher than 40 out of 72 on the KAMSC entrance exam.

While these are consistent with most of the students accepted to KAMSC, there are exceptions. These descriptors should not be treated as required standards for acceptance. They are provided to students and parents for guidance purposes only.