

## **Enrolling in Yearbook for fall 2009**

**Students:** you will need to take copies of the referral and give them to two of your teachers to fill out. When I have received the forms from both your teachers I will let your counselor know, and you can enroll in the class.

**Teachers:** After rating the student on the referral form, please put the form in my box. You do not need to share the referral with the student, so please give me your most honest and objective assessment.

**Thanks for your help!!  
Kelly J Daugherty**

## Teacher Referral for West High School Yearbook

We are looking for exceptional West High students who will work hard to create a Yearbook for the 1009/2010 school year. We want a Yearbook staff that work to accurately represent the many facets of West High's student body. We also want a staff that will reflect the excellence of West High in their interactions with teachers, coaches, and the community.

\_\_\_\_\_ would like to be a part of the West High Yearbook staff.

(student name)

Please rate this student in the following areas on a scale of 1 to 5, 1 being the lowest rating and 5 being the highest.

	<b>5 Almost always</b>	<b>4 Most of the Time</b>	<b>3 Usually</b>	<b>2 Sometimes</b>	<b>1 Almost never</b>
<b>Punctual:</b> This student is on time for class and other activities he/she may be involved in.					
<b>Independent:</b> This student is self motivated and does not need reminders to stay on task					
<b>Manages Time:</b> This student is able to prioritize tasks and complete them efficiently.					
<b>Computer Skills:</b> This student is able to work with digital photos and graphics on-line. Feels very comfortable on the computer.					
<b>Respectful:</b> This student interacts with teachers, students, and other staff in an adult manner.					
<b>Dependable:</b> If this student says he/she will do something, others can have confidence that they will follow through.					
<b>Positive Attitude:</b> This student faces challenges and stays solution focused					
<b>Strong Work Ethic:</b> This student will stay on task even when there are distractions, or he/she is not feeling 100%					

Please write any additional comments on the back of this paper.

Teacher Signature: \_\_\_\_\_

Teacher Name: (print) \_\_\_\_\_ Date: \_\_\_\_\_