University of La Verne – Literacy Center  
Recommendation Form

*Only children who are at least two years below grade level in reading will be accepted into the Literacy Center Program. If the student meets this requirement, please complete and return the following information. This form can be found at www.laverne.edu/academics/education/literacy_center

School: ______________________________ District: ______________________________

Child’s Name: __________________________ Date of Birth ______________________

Child’s grade: ___________

Have the child’s parents/guardians been notified of your recommendation?  (circle)  Y / N

Parent’s/Guardian’s Name(s): _____________________________________________________________________________

Telephone Number: (home) __________________________ (cell) __________________________

Address: ____________________________________________________________________________________________

City, State, Zip: ______________________________________________________________________________________

Is the child in Special Education, including RSP or SDC? (circle):  Y / N

If yes, please specify: __________________________________________________________________________________

Is the child an English Language Learner (ELL)? (circle):  Y / N

If yes, what is the child’s CELDT test level? (check one):

**At this time we are only accepting ELLs at the Early Intermediate level and above.

___ Early Intermediate  ___ Intermediate  ___ Early Advanced  ___ Advanced

Please explain the basis of your recommendation __________________________________________________________

________________________________________________________________________________________

________________________________________________________________________________________

________________________________________________________________________________________

I understand that my recommendation does not guarantee a child’s placement in the Literacy Center program, if it is determined that the child does not meet state guidelines for students to be tutored by Reading Specialist Candidates. Furthermore, I understand that the Literacy Center maintains a waiting list, and though the Literacy Center does its best to ensure timely tutoring for all children on the list, the number of students brought in from the list is solely determined by the number of Reading Specialist Candidates enrolled in each class.

(Signature)                                          (Print Name)                                          (Date)

(Phone Number where I Can Be Reached)                                          (Email Address Where I Can Be Reached)

Mail form to:  ULV Literacy Center  
1950 Third Street  
La Verne, CA 91750  

Or fax form to:  (909) 392-2848