



HALO: Heartland Academy for Learning Opportunities
Heartland Community College
1500 West Raab Road
Normal, IL 61761
309-268-8255
Fax 309-268-7877

RECOMMENDATION FORM

Applicant Name _____

The student named above is applying for admission to the HALO program at Heartland Community College. HALO is a comprehensive program offering certificate level training for adults with intellectual disabilities. Our goal is to provide an inclusive and supportive college experience filled with educational opportunities designed to enhance quality of life and build workplace readiness skills. HALO students are expected to be emotionally stable and exhibit behaviors appropriate for the college environment. The typical HALO student has a history of receiving special education services and would likely have considerable difficulty with a traditional college program. Please honestly complete this reference form to the best of your ability.

Please mail the completed form to: HALO Admissions, Heartland Community College, 1500 West Raab Road, Normal, IL 61761, Attn: HALO or fax to 309-268-7877

Your name: _____
Last First Middle

Your address: _____
Street City State Zip

Organization: _____ Position _____

Phone: _____ Email Address: _____

How long and in what capacity have you known the applicant?

Describe some of the applicant's strengths that would allow them to succeed in the HALO program.

Describe some of the challenges this applicant might have as a student in HALO.

Do you believe the parents/guardians will support the philosophy and goals of the HALO program?

Please provide any additional supporting information that you may have regarding this student.

Please rate the following qualities. For any areas you do not feel qualified to provide a response, write N/A in the specific blank:

GENERAL: Scale 1(low), 2, 3, 4, 5(high)

	School	Work	Home
Initiative			
Motivation			
Reliability			
Perseverance			
General Attitude			

INTERPERSONAL: Scale 1(low), 2, 3, 4, 5(high)

	School	Work	Home
Ability to relate to teachers			
Ability to relate to young children			
Ability to relate and interact with same age peers			
Ability to relate to elderly people			
Ability to relate to people with disabilities			
Maintains positive relationships with adults			

JUDGMENT/DECISION MAKING: Scale 1(low), 2, 3, 4, 5(high)

	School	Work	Home
Ability to make everyday decisions using good judgment			
Ability to act in an emergency using good judgment			
Ability to use people as a resource (asking for help when necessary, asking for questions/clarification)			

EMOTIONAL ADAPTABILITY: Scale 1(low), 2, 3, 4, 5(high)

	School	Work	Home
Ability to cope with stress			
Ability to adjust well to new situations			
Ability to separate own problems from problems of others (avoid taking everything personally)			

Thank you for dedicating the time to complete this recommendation as we value the insights you are able to provide regarding this applicant.

Reference Signature: _____ Date: _____

Last Updated: October 3, 2019