

**TCC Eagle Connections Recommendation Form**

**Student's Name:**

**Date:**

**Person Completing Form:**

**Agency:**

**Relationship to Student:**

**Contact Info:**

Thank you for completing this form for student admissions consideration. Eagle Connections is a postsecondary comprehensive transition program at Tallahassee Community College (TCC). Please rate the observed behavior by selecting one of following options: Strongly Agree, Agree, Neutral, Disagree, or Strongly Disagree. Please rate the observed skill based on level of assistance needed as either Independent, Minimal, Some, Moderate, Complete, or I don't know.

Please mail or return to: Eagle Connections c/o, Student Services Tallahassee Community College, 444 Appleyard Drive SU 241, Tallahassee, FL 32304, fax 850-201-8433, or email [eagleconnections@tcc.fl.edu](mailto:eagleconnections@tcc.fl.edu).

Attendance	Maintains attendance record acceptable for school/industry guidelines	
Punctuality	Arrives on time to class or work, and returns in a timely manner from breaks	
Character	Displays honesty, trustworthiness, and reliability	
Teamwork	Works well with others and is a team player	
Follows rules/policies	Follows safety practices, instructional directions, and the code of conduct of the agency	
Attitude	Responds in a positive manner to work assignments in school or employment; shows initiative	
Appearance	Displays appropriate dress, grooming, hygiene, and etiquette	
Organization	Has personal and time management skills; can prioritize	
Responsibility	Understands responsibilities of job/school assignments; completes responsibilities in a timely and efficient manner	
Communication	Displays appropriate nonverbal (eye contact, listening, body language) and verbal (telephone skills, grammar) communication skills in school or work	
Respect	Maintains appropriate relationship with supervisor(s) and peers; deals appropriately with cultural/racial diversity	
Money Management	Understands the value of coins and bills; able to count change and purchase items from a store	
Computer Competency	Able to do basic word processing, email, and access Internet on a computer or phone	

Skill- the student's ability to do the following:	Level of Assistance Needed
Describe personal strengths and limitations	
Explain how they learn best	
Identify professional and personal goals, such as viable career options	
Write or type name, address, phone number, SSN, DOB	
Compute basic addition, subtraction, multiplication, and division; demonstrate basic calculator skills	
Understand personal and social boundaries; maintains appropriate sexual boundaries	
Attend leisure or recreational outings with family and friends within same age group	
Participate with others appropriately without violent conflict and while using proper social skills	
Use public transportation or plan for transportation on their own	
Use a map or follow written and verbal directions to get to a destination	
Follow a set schedule for home/school/work activities	
Pay attention and focus during class or on a task	
Study for a quiz, answer questions from a chapter review, and complete worksheets	
Understand rules, laws, and consequences of breaking rules and laws	
Participate in community-based work/internship	
Adapt to unfamiliar environment and comfortably tolerate frequent changes in community settings	
<p><b><i>Please add any additional comments that you think would be helpful to understand the student's work habits, social skills, academic skills, and level of independence.</i></b></p>	