



# ADMINISTRATIVE RECOMMENDATION FORM

**TO THE PARENT/GUARDIAN:**

Please complete the following information before giving it to your child's school administrator.

Name of Applicant: \_\_\_\_\_ Candidate for \_\_\_\_\_ Grade in September 2018

Parent/Guardian Authorization Signature: \_\_\_\_\_ Date: \_\_\_\_\_

For the student named above, I authorize the release of school records, including an official transcript of all grades and evaluations for the past two years, testing results, and information regarding disciplinary actions. I acknowledge that I waive my rights to read the Administrative Recommendation.

**TO THE HEAD OF SCHOOL OR PRINCIPAL:**

Complete and send this confidential report to \_\_\_\_\_  
*Name of school to which student is applying*

after December 1, 2017 but **no later than January 19, 2018**. Please note that a transcript is also required.

Name of person completing this form: \_\_\_\_\_

Title: \_\_\_\_\_ School Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

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

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please write a summary appraisal of the candidate, assessing his/her personal and academic qualities and potential. We are interested in evidence about the strengths and weaknesses, values, relative maturity of the candidate, the things s/he is enthusiastic about, and any talent or special quality s/he possesses. We would also like to know about any circumstances that interfered with his/her achievement and growth, any disciplinary action that may have been taken, or any explanation of absences greater than 10 days in an academic year. Please explain the ways in which the family supports their child and the policies of your school. Be assured that we do read every word you write and find your input invaluable in our evaluations.

**COMMON RECOMMENDATION FORM FOR ADMINISTRATORS**

Name of Applicant: \_\_\_\_\_

Thank you for taking the time to complete this checklist. For your convenience, a number of Los Angeles area independent schools are using a common form for the Administrative Recommendation Form. Please feel free to photocopy this checklist in the event that this student is applying to more than one school. Though each school may vary in the emphasis that it places on the qualities listed below, each school is interested in the descriptive profile of a student that this checklist provides. This form is accepted by the following Los Angeles area schools:

**Archer, Berkeley Hall, Brentwood School, Bridges Academy, Buckley, Calvary Christian, Campbell Hall, Chadwick, Chatsworth Hills, The Country School, Crossroads, de Toledo High School, Episcopal School of Los Angeles, Harvard-Westlake, Heschel, Marlborough, Marymount, Milken, Mirman, New Roads, Oakwood, Pilgrim, Rolling Hills Prep, Sierra Canyon, Sinai Akiba, St. Matthew's, Turning Point, Viewpoint, Vistamar, Wesley, Westmark, Westside Neighborhood, Wildwood, Willows, and Windward.**

AFTER PHOTOCOPYING, please circle the school to which you are sending this form. Scan and email or mail a hard copy directly to the admission office of the school to which the applicant is applying.

**APPLICANT INFORMATION** / Please check the appropriate ratings.

- |                                 |   |  |  |   |
|---------------------------------|---|--|--|---|
| 1. Academic achievement         | <input type="checkbox"/> below expectations | <input type="checkbox"/> average                 | <input type="checkbox"/> good                    | <input type="checkbox"/> outstanding                      |
| 2. Conduct                      | <input type="checkbox"/> poor               | <input type="checkbox"/> occasional misconduct   | <input type="checkbox"/> usually good behavior   | <input type="checkbox"/> good conduct                     |
| 3. Integrity                    | <input type="checkbox"/> questionable       | <input type="checkbox"/> usually trustworthy     | <input type="checkbox"/> trustworthy             | <input type="checkbox"/> highly developed                 |
| 4. Consideration of others      | <input type="checkbox"/> rarely considerate | <input type="checkbox"/> usually considerate     | <input type="checkbox"/> considerate             | <input type="checkbox"/> extremely thoughtful             |
| 5. Social adjustment with peers | <input type="checkbox"/> relates poorly     | <input type="checkbox"/> has occasional problems | <input type="checkbox"/> usually relates well    | <input type="checkbox"/> healthy relationships with peers |
| 6. Stability                    | <input type="checkbox"/> easily frustrated  | <input type="checkbox"/> seeks much attention    | <input type="checkbox"/> handles most situations | <input type="checkbox"/> stable                           |

**FAMILY INFORMATION** / Please check the appropriate ratings.

- |  |  |   |   |   |
|--|--|---|---|---|
| 1. Appropriate communication with school                         | <input type="checkbox"/> rarely          | <input type="checkbox"/> sometimes          | <input type="checkbox"/> usually                | <input type="checkbox"/> always                 |
| 2. Attendance at school functions                                | <input type="checkbox"/> rarely          | <input type="checkbox"/> sometimes          | <input type="checkbox"/> usually                | <input type="checkbox"/> always                 |
| 3. Cooperation with school rules                                 | <input type="checkbox"/> rarely          | <input type="checkbox"/> sometimes          | <input type="checkbox"/> usually                | <input type="checkbox"/> always                 |
| 4. Cooperation with faculty/administration                       | <input type="checkbox"/> rarely          | <input type="checkbox"/> sometimes          | <input type="checkbox"/> usually                | <input type="checkbox"/> always                 |
| 5. Fulfillment of financial responsibilities in a timely fashion | <input type="checkbox"/> n/a             | <input type="checkbox"/> sometimes          | <input type="checkbox"/> usually                | <input type="checkbox"/> always                 |
| 6. Participation in school community                             | <input type="checkbox"/> never           | <input type="checkbox"/> seldom             | <input type="checkbox"/> when given opportunity | <input type="checkbox"/> very helpful           |
| 7. Participation in child's education                            | <input type="checkbox"/> rarely involved | <input type="checkbox"/> sometimes involved | <input type="checkbox"/> overly involved        | <input type="checkbox"/> appropriately involved |
| 8. Parent expectations for student                               | <input type="checkbox"/> unknown         | <input type="checkbox"/> unrealistic        | <input type="checkbox"/> realistic              | <input type="checkbox"/> other                  |

**I recommend this candidate for admission:**

	not recommended	without enthusiasm	fairly strongly	strongly	enthusiastically
for academic promise	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
for character	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
for personal promise	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
overall recommendation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Signature: \_\_\_\_\_ Date: \_\_\_\_\_