

ADMISSION APPLICATION FORM

To the Applicant:

- Please type or print your name in the space below and then give this form to your current Principal, Head, or Counselor.
- Attach an addressed, stamped envelope for each of the schools to which you are applying.
- See the last page of these forms for a list of schools which accept the common application.
- Please contact the schools to which you are applying before submitting this form.

 Name of student

 Applicant to grade

Signature

 Date

To the Parent/Guardian:

Please read and sign the statement below.

I acknowledge that I waive my right to read the confidential teacher recommendation and the school report for the student listed above. (Please have grade reports, attendance records, standardized test scores, and teacher reports/comments forwarded to each school to which you are applying.)

 Name of parent or guardian

Signature of parent or guardian

 Date

To the Principal/Head/Counselor:

This form is part of a common application being used by several independent schools throughout the U.S., Canada, and abroad. This recommendation will remain confidential and will not become part of the student's permanent record. When you have completed it, please photocopy it and send it to the schools for which the applicant has provided stamped envelopes. Be sure the parent/guardian has signed the form in the space above. Feel free to use additional sheets, if necessary.

This form can be completed electronically. Students and parents complete page one, administrators complete pages two and three. To do so, follow these instructions:

1. Using the Internet, navigate to www.schools.com/forms/princ_rec.pdf to download or launch this form.
2. Using Acrobat Reader, enter your responses on the form's lines (each line is a text field).
3. Print the form and attach the completed pages to page one.
4. Make photocopies of all 3 pages of the completed form.
5. Sign each form and send them to the requested schools in the envelopes provided by the student.

Thank you for your cooperation and candor.

 Your name

please print

 Title

 School

Name of student _____

How well do you know the student academically? _____

As a person? _____

Please submit these materials with this recommendation:

- Recent teacher reports, if any
- Standardized test scores
- A school profile, if available
- Final or mid-semester grades for current term (must be included)
- Grades since 6th grade, if available (for younger children, grades for all years)

In what month does your school year begin? _____ end? _____

School serves grades: _____ to _____. Number of students in entire school: _____

Does your school use a block scheduling system? Yes No

Please explain your school's grading system. What is the passing mark? _____ Honors mark? _____

What percentage of your students receive which grades? _____

Does your school rank? Yes No

Is your rank Approximate Exact How many students are in the entire grade? _____

This candidate ranks _____ out of _____ other students share this rank.

Are students placed in sections according to ability? Yes No If yes, please tell us in which level the applicant is placed for each subject.

What are the first three words that come to mind to describe this student?

1. _____ 2. _____ 3. _____

If the student's attendance record is not listed on the transcript, please indicate the number of days he or she has been absent or tardy each year while at your school.

If the student is not, or has not been, in good academic standing, please explain.

Has the student ever been dismissed, suspended, placed on probation, or received other serious disciplinary sanction? Yes No
Has he or she withdrawn from school voluntarily for an extended period of time for reasons other than health? Yes No
If the answer to either or both of these questions is yes, please provide a full explanation on a separate piece of paper.

Name of student _____

Please place check marks at the points that represent your evaluation of the student in comparison to other students in his or her age group whom you have taught. If you have no fair basis for judgment, do not hesitate to say so.

	One of the top few I have ever encountered	Excellent (top 10% this year)	Good (above average)	Average	Below average	No basis for judgment
Academic Potential						
Academic Achievement						
Intellectual Curiosity						
Effort/Determination						
Ability to Work Independently						
Organization						
Creativity						
Willingness to Take Intellectual Risks						
Concern for Others						
Honesty/Integrity						
Self-esteem						
Maturity (relative to age)						
Responsibility						
Respect Accorded by Faculty						
Respect Accorded by Peers						
Emotional Stability						
Overall Evaluation as a Person						
Overall Evaluation as a Student						

If the student is relatively weak or strong in any areas listed above, please elaborate.

Please comment on this student's character, citizenship, and contributions to your community.

Please add any additional information that will give us a more complete picture of the student.

Thank you for taking your valuable time to complete this evaluation. Your reflections are an important part of the student's application.

Signature _____ Date _____

Mailing address _____

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E-mail address _____ Telephone _____

