



**Confidential
School Administrator
Recommendation Form
Due Date: _____**

Applicant's Name _____

Applying for Grade _____ Current School _____

Director/Principal/Head of School _____ I have known this student for _____ years.

We appreciate your efforts in filling out this recommendation form for the above named student who is seeking admission to Los Encinos School. Los Encinos is a small elementary school with a large commitment to every child. We provide a warm, caring environment where children in kindergarten through sixth grade are encourage to develop confidence, independence, and joy of learning. Our program accommodates a variety of learning styles in a supportive atmosphere where each child's progress and achievement are greatly valued. We respect individuality among children, and we believe personal success is a child's best motivator. We thank you for your time. If you feel you have more to tell than this form allows, please feel free to attach a letter.

Los Encinos School has designed this form to serve as the Director/Principal/Head of School's recommendation for children applying to our school.
Please return directly to Los Encinos School, 17100 Ventura Boulevard, Encino, CA 91316

Provided below is a summary statement about the child and his or her personal academic qualities:

I would evaluate this applicant's candidacy for your school as follows:

	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 and personal promise:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Recommendation for admission:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Applicant's Name _____

Applicant Information:

- | | | | | |
|---------------------------------|---|--|--|--|
| 1. Academic achievement | <input type="checkbox"/> below expectations | <input type="checkbox"/> better than tests | <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 |
| 6. Stability | <input type="checkbox"/> easily frustrated | <input type="checkbox"/> seeks much attention | <input type="checkbox"/> somewhat tense | <input type="checkbox"/> stable |

Family Information:

- | | | | | |
|--|--|--|---|---|
| 1. 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 and administration | <input type="checkbox"/> rarely | <input type="checkbox"/> sometimes | <input type="checkbox"/> usually | <input type="checkbox"/> always |
| 5. Fulfillment of financial responsibilities | <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"/> overly involved | <input type="checkbox"/> sometimes involved | <input type="checkbox"/> appropriately involved |
| 8. Parent expectation for student | <input type="checkbox"/> unknown | <input type="checkbox"/> unrealistic | <input type="checkbox"/> usually realistic | <input type="checkbox"/> always realistic |

Check here if you would like us to call to discuss this student in greater detail.

Director/Principal/Head of School Signature

Date