



CONFIDENTIAL
School Administrator
Recommendation Form
GRADES 1-6
Due Date: January 13, 2017

Applicant's Name _____

Applying for Grade _____ Current School _____

Your Name: _____ Your Role (circle one): Director | Principal | Head of School

Thank you in advance for the help your comments provide. Our comments are used solely for the admissions process and are held in strictest confidence. Please return to:

Los Encinos School, Attn: Admissions • 17100 Ventura Boulevard • Encino, CA 91316, or via FAX to 818-990-01420

Your comment (attach additional page if necessary):

I have known this student for _____ years and 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 below expectations better than tests good outstanding
- 2. Conduct poor occasional misconduct usually good behavior good conduct
- 3. Integrity questionable usually trustworthy trustworthy highly developed
- 4. Consideration of others rarely considerate usually considerate considerate extremely thoughtful
- 5. Social adjustment with peers relates poorly has occasional problems usually relates well healthy relationships
- 6. Stability easily frustrated seeks much attention somewhat tense stable

Family Information:

- 1. Communication with school rarely sometimes usually always
- 2. Attendance at school functions rarely sometimes usually always
- 3. Cooperation with school rules rarely sometimes usually always
- 4. Cooperation with faculty and administration rarely sometimes usually always
- 5. Fulfillment of financial responsibilities N/A sometimes usually always
- 6. Participation in school community never seldom when given opportunity very helpful
- 7. Participation in child's education rarely involved overly involved sometimes involved appropriately involved
- 8. Parent expectation for student unknown unrealistic usually realistic always realistic

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

 Your Signature

 Today's Date