

INDEPENDENT SCHOOL COMMON REPORT AND TRANSCRIPT RELEASE FORM GRADES K-12

Brunswick School	Hackley School	New Canaan Country School	School of the Holy Child
Convent of the Sacred Heart	The Harvey School	Pear Tree Point School	Soundview Prep
Fairfield Country Day School	Hopkins School	REACH Prep	St. Luke's School
Fraser Woods Montessori School	King School	Ridgefield Academy	The Stanwich School
Greens Farms Academy	The Long Ridge School	Rippowam Cisqua School	The Unquowa School
Greenwich Academy	The Masters School	Rockland Country Day School	Whitby School
The Greenwich Country Day School	The Mead School	Rye Country Day School	Wooster School

TO THE PARENTS: As part of the undersigned child's application for admission, the schools listed above require recommendations. The undersigned acknowledges that these recommendations are confidential communications. The undersigned waives all rights to access recommendations and acknowledges that the school is relying on this waiver and would not consider the applicant without it.

Name of Applicant

Current grade

Parent/Guardian Authorization Signature for release of records

TO THE HEAD OF SCHOOL OR PRINCIPAL: The student named above is applying for admission to one or more of the schools listed above. A full and candid report from his present school is necessary if he or she is to be given consideration by an admission committee. We therefore ask that you complete this form, keep the original and send a photocopy directly to the requesting school. Your comments will be held in the strictest confidence.

PLEASE ATTACH THE OFFICIAL TRANSCRIPT FOR THE STUDENT AS PER ABOVE AUTHORIZATION.

If you do not feel that you are the appropriate person to fill out the recommendation form, please pass it on to the division head, guidance counselor, or student's advisor. Similar forms will be sent to the student's teacher(s).

Thank you for your assistance. Your remarks will be held in the strictest confidence and will be most appreciated as we begin review of the candidate's personal characteristics and academic credentials.

Please circle the number that best applies in each category:

ACADEMIC ASSESSMENT	WEAK	FAIR	GOOD	EXCELLENT	EXCEPTIONAL
Motivation	1	2	3	4	5
Self-discipline	1	2	3	4	5
Growth potential	1	2	3	4	5
Achievement	1	2	3	4	5
SOCIAL/EMOTIONAL DEVELOPMENT	WEAK	FAIR	GOOD	EXCELLENT	EXCEPTIONAL
Leadership	1	2	3	4	5
Self-confidence/Sense of humor	1	2	3	4	5
Concern for others	1	2	3	4	5
Emotional maturity	1	2	3	4	5
Personal maturity	1	2	3	4	5
Respect accorded by faculty	1	2	3	4	5
Ability to work with others	1	2	3	4	5
Contribution to school community	1	2	3	4	5

(Over)

PLEASE COMMENT:

1. In what areas has the student shown any unusual ability or aptitude?

2. Has the applicant been censured for academic or social behavior? If yes, please explain.

3. Has the candidate's home environment been a positive force in his or her development?

4. Is the parents' perception of their child compatible with the school's understanding of the child?

5. Summary Appraisal:

In relation to students of the same age you have known and using the scale below, how would you rate the candidate?

	WEAK	FAIR	GOOD	EXCELLENT	EXCEPTIONAL
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"/>
Overall Recommendation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Please check here if you wish to discuss this candidate by telephone: _____
Best time to call

Name (Please print) Position

School Telephone

Signature Date

INDEPENDENT SCHOOL COMMON RECOMMENDATION FORM FOR GRADE 5

Brunswick School	Greenwich Academy	The Long Ridge School	Ridgefield Academy	The Stanwich School
Convent of the Sacred Heart	The Greenwich Country	The Masters School	Rippowam Cisqua School	The Unquowa School
Fairfield Country Day School	Day School	The Mead School	Rockland Country Day School	Whitby School
Fraser Woods Montessori School	Hackley School	New Canaan Country School	Rye Country Day School	Wooster School
Greens Farms Academy	The Harvey School	Pear Tree Point School	School of the Holy Child	
	King School	REACH Prep	St. Luke's School	

TO THE PARENTS: *As part of the undersigned child's application for admission, the schools listed above require recommendations. The undersigned acknowledges that these recommendations are confidential communications. The undersigned waives all rights to access recommendations and acknowledges that the school is relying on this waiver and would not consider the applicant without it.*

Parent/Guardian Authorization Signature for release of records

This form is used by the schools listed above. Please complete it, keep the original and send a photocopy directly to the requesting school. Your comments will be held in the strictest confidence. Thank you very much for your assistance.

Name of Applicant

Current grade

How long have you known the candidate?

In what connection?

Please circle the number that best applies in each category:

ACADEMIC DEVELOPMENT	WEAK	FAIR	GOOD	EXCELLENT	EXCEPTIONAL
Reading:					
Decoding skills	1	2	3	4	5
Comprehension	1	2	3	4	5
Math:					
Computation	1	2	3	4	5
Conceptualization	1	2	3	4	5
Problem solving	1	2	3	4	5
Language:					
Comprehension	1	2	3	4	5
Follows directions	1	2	3	4	5
Oral expression	1	2	3	4	5
Written expression	1	2	3	4	5
Vocabulary	1	2	3	4	5
Attention span	1	2	3	4	5
Motivation	1	2	3	4	5
Study habits	1	2	3	4	5
Quality of work	1	2	3	4	5
Contributions to group	1	2	3	4	5
Achievement relative to potential	1	2	3	4	5
SOCIAL/EMOTIONAL DEVELOPMENT					
Level of maturity	1	2	3	4	5
Relationship with peers	1	2	3	4	5
Relationship with adults	1	2	3	4	5
Relationship with parents	1	2	3	4	5
Consideration of others	1	2	3	4	5
Adaptability	1	2	3	4	5
Sense of humor	1	2	3	4	5
Curiosity	1	2	3	4	5
Imagination and creativity	1	2	3	4	5
Self-confidence	1	2	3	4	5
Conduct	1	2	3	4	5

Please comment:

1. What adjectives come to mind to describe this applicant?

(Over)

2. Emotional development (self-image, acceptance of limits/routines, ability to make transitions, tolerance of frustration):

3. Social maturity (cooperation, respect for the rights of others, willingness to share, acceptance of constructive criticism):

4. Personal qualities (leadership, character, honesty, sense of humor, responsibility, concern for others):

5. Academic development: Please define areas of academic strength and weakness and comment on their nature and extent.

6. Special interests or talents:

7. Parent cooperation and involvement:

8. To your knowledge, is the parents' perception of their child compatible with the school's understanding of the child?

9. Comments or other information you believe might be helpful:

In relation to boys and girls of the same age you have known and using the scale below, how would you rate the candidate?

	WEAK	FAIR	GOOD	EXCELLENT	EXCEPTIONAL
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"/>
Overall Recommendation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Please check here if you wish to discuss this candidate by telephone:

Best time to call _____

Name (Please print)

Position

School

Telephone

Signature

Date

INDEPENDENT SCHOOL EXTRACURRICULAR RECOMMENDATION FORM

Applicant's Name

Current Grade

TO THE PARENTS: As part of the undersigned child's application for admission, the school you are applying to requires recommendations. The undersigned acknowledges that these recommendations are confidential communications. The undersigned waives all rights to access recommendations and acknowledges that the school is relying on this waiver and would not consider the applicant without it.

Parent/Guardian Authorization Signature for release of records

TO THE PERSON PROVIDING THIS RECOMMENDATION: Thank you in advance for your time. Although we will receive school records, the admission committee greatly values input from others who have instructed or coached the candidate. We are grateful to you for candidly sharing your thoughts with us and assure you that all replies will be confidential and not retained as part of the student's permanent record. A return envelope is provided for your convenience.

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

Please briefly describe your activity (time involved, productions, performances, publications). What is the student's level of commitment? Please note any significant achievement or distinction.

What adjectives or phrases would you use to describe the student?

How does the student respond to:

Peers? _____

Adults? _____

Advice? _____

Criticism? _____

If the student were left in your group without supervision, he would most likely:

assume responsibility to direct or organize the group

continue to work on his own

wait for further instruction

lose interest or possibly become disruptive

other (please explain)

We welcome any additional remarks. (Please use another page if needed.)

Name

Date

Phone Number