



CONFIDENTIAL

WOOSTER SCHOOL COMMON REPORT AND TRANSCRIPT RELEASE FORM

TO THE PARENTS: *As part of the undersigned child's application for admission, we 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.*

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 Wooster School. 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 Wooster School. Your comments will be held in the strictest confidence.*

PLEASE ATTACH THE OFFICIAL TRANSCRIPT FOR THE STUDENT AS PER THE 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 DEVELOPEMENT	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

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

- assume responsibility to direct or organize the group
- continue to work on his or her own
- wait for further instruction
- lose interest or possibly become disruptive
- other (please explain)

6. To your knowledge, does the student have an IEP/Learning Plan/Behavioral Plan? If yes, please provide details.

7. 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