

# Confidential Administrator Recommendation

**To the parents:** Complete the portion below and give this form and a return envelope to your child's school administrator. This form is confidential and must be mailed by the administrator to Berkeley Hall.

Applicant's name \_\_\_\_\_  

Last
First
Middle
Nickname (if any)

Grade applying for \_\_\_\_\_

**To be completed by the Head of School or an authorized administrator or counselor.**

Administrator's name \_\_\_\_\_ Title \_\_\_\_\_

School name \_\_\_\_\_ School phone \_\_\_\_\_

Address \_\_\_\_\_  

Street Address
City
State
Zip

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

**To the administrator:** Berkeley Hall School is a coeducational day school for students in Kindergarten through eighth grade. The Admission Committee seeks to enroll students who will find success in the academic program, who will participate in the school community, and who are of good character. Please return this complete form no later than **February 1st**. Thank you!

Please complete both sides of this recommendation so that the Admission Committee can carefully evaluate this applicant. In the space below, please share with us your observations relating to this student's academic ability, work habits, relationships with peers, classroom behavior, attitude, and emotional maturity.

If you need additional space, check here  to refer us to an attached letter.

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Has this applicant been subject to any serious disciplinary action, suspension, or expulsion from your school? If yes, please explain.

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**RECOMMENDATION FOR BERKELEY HALL**

	<b>Not Recommended</b>	<b>Without Enthusiasm</b>	<b>Fairly Strongly</b>	<b>Strongly</b>	<b>Enthusiastically</b>
For academic promise	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
For character and personal promise	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Recommendation for admission	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Your judgements are used solely for the admission process, are held in **strictest confidence**, and do not become a part of a student's permanent record. We thank you in advance for your help in this process.

Is there anyone else at your school that you feel we should contact in order to fairly evaluate this student?

If so, whom?

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# COMMON RECOMMENDATION FORM FOR ADMINISTRATORS

Applicant's name \_\_\_\_\_  
Last First Middle Nickname (if any)

Thank you for taking the time to fill out this checklist. For your convenience, a number of local independent schools are using this common form for the Confidential Administrator Recommendation. Please feel free to photocopy this checklist in the event that this student is applying to more than one school. Though each school may vary in the emphasis it places on the qualities listed below, every school is interested in the descriptive profile of a student which this checklist provides.

This form is accepted by the following schools: A.J. Heschel, Archer, Berkeley Hall, Brentwood, Bridges, Buckley, Calvary Christian, Campbell Hall, Chadwick, Chatsworth Hills, The Country School, Crossroads, Curtis, Harvard-Westlake, Marlborough, Marymount, Milken, Mirman, New Roads, Oakwood, Pacific Hills, Pilgrim, St. Matthew's Parish, Sierra Canyon, Sinai Akiba, Turning Point, Viewpoint, Wesley, Westmark, Westside Neighborhood School, Wildwood, The Willows Community, and Windward. **After copying, please circle the school to which you are sending this form and attach it to that school's evaluation form.**

## Applicant Information

- |                                 |  |   |   |   |
|---------------------------------|--|---|---|---|
| 1. Academic Achievement         | <input type="radio"/> below expectations | <input type="radio"/> fair                    | <input type="radio"/> good                  | <input type="radio"/> outstanding           |
| 2. Conduct                      | <input type="radio"/> poor               | <input type="radio"/> occasional misconduct   | <input type="radio"/> usually good behavior | <input type="radio"/> good conduct          |
| 3. Integrity                    | <input type="radio"/> questionable       | <input type="radio"/> usually trustworthy     | <input type="radio"/> trustworthy           | <input type="radio"/> highly developed      |
| 4. Consideration of others      | <input type="radio"/> rarely considerate | <input type="radio"/> usually considerate     | <input type="radio"/> considerate           | <input type="radio"/> extremely thoughtful  |
| 5. Social Adjustment with peers | <input type="radio"/> relates poorly     | <input type="radio"/> has occasional problems | <input type="radio"/> usually relates well  | <input type="radio"/> healthy relationships |
| 6. Stability                    | <input type="radio"/> easily frustrated  | <input type="radio"/> seeks much attention    | <input type="radio"/> somewhat tense        | <input type="radio"/> stable                |

## Family Information

- |  |                                       |  |  |                                       |
|--|---------------------------------------|--|--|---------------------------------------|
| 1. Communications with school                | <input type="radio"/> rarely          | <input type="radio"/> sometimes          | <input type="radio"/> usually                | <input type="radio"/> always          |
| 2. Attendance at school functions            | <input type="radio"/> rarely          | <input type="radio"/> sometimes          | <input type="radio"/> usually                | <input type="radio"/> always          |
| 3. Cooperation with school rules             | <input type="radio"/> rarely          | <input type="radio"/> sometimes          | <input type="radio"/> usually                | <input type="radio"/> always          |
| 4. Cooperation with faculty/administration   | <input type="radio"/> rarely          | <input type="radio"/> sometimes          | <input type="radio"/> usually                | <input type="radio"/> always          |
| 5. Fulfillment of financial responsibilities | <input type="radio"/> n/a             | <input type="radio"/> sometimes          | <input type="radio"/> usually                | <input type="radio"/> always          |
| 6. Participation in school community         | <input type="radio"/> never           | <input type="radio"/> seldom             | <input type="radio"/> when given opportunity | <input type="radio"/> very helpful    |
| 7. Participation in child's education        | <input type="radio"/> rarely involved | <input type="radio"/> sometimes involved | <input type="radio"/> appropriately involved | <input type="radio"/> overly involved |
| 8. Parent expectation for student            | <input type="radio"/> unknown         | <input type="radio"/> unrealistic        | <input type="radio"/> realistic              | <input type="radio"/> other _____     |

Comments about this applicant's family \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Check here if you would like us to contact you for further information about this applicant.

Administrator's signature \_\_\_\_\_ Date \_\_\_\_\_

Administrator's e-mail address \_\_\_\_\_ Phone # \_\_\_\_\_