

**Middle School  
Teacher Recommendation Form**

Participating Peninsula schools listed below. Please check all the school(s) to which you are applying.

CASTILLEJA SCHOOL  
1310 Bryant Street  
Palo Alto, CA 94301  
Phone (650) 470-7733  
Fax (650) 326-8036  
admission@castilleja.org  
www.castilleja.org

CRYSTAL SPRINGS UPLANDS SCHOOL  
400 Uplands Drive  
Hillsborough, CA 94010-6999  
Phone (650) 342-4175  
Fax (650) 342-7611  
admission@csus.org  
www.csus.org

THE GIRLS' MIDDLE SCHOOL  
3400 West Bayshore Road  
Palo Alto, CA 94303  
Phone (650) 968-8338  
Fax (650) 968-4775  
admissions@girlsms.org  
www.girlsms.org

MENLO SCHOOL  
50 Valparaiso Avenue  
Atherton, CA 94027  
Phone (650) 330-2001 x2601  
Fax (650) 330-2012  
lschiavenza@menloschool.org  
www.menloschool.org

WOODSIDE PRIORY SCHOOL  
302 Portola Road  
Portola Valley, CA 94028-7851  
Phone (650) 851-8223  
Fax (650) 851-2839  
cyost@prioryca.org  
www.prioryca.org

**TO THE APPLICANT'S PARENT/GUARDIAN:** Please send a copy of this recommendation with the schools checked you are applying to the applicant's teacher. Please note the completed recommendation must be sent from the teacher's school email. Recommendations from other emails will not be accepted. This recommendation may also be printed out, applicant's part completed, and given to the teacher with a stamped envelope addressed to the Admission Office(s) of the school(s) to which you are applying.

**APPLICANT'S NAME:** \_\_\_\_\_ **APPLYING TO GRADE:**  6  7  8

**I understand that the above-named teacher's recommendation is confidential and that I waive my right to read this recommendation. By submitting this form electronically, checking the box below, and printing my name this serves as my signature and becomes a binding contract.**

**SIGNATURE OF PARENT/GUARDIAN:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**TO THE TEACHER:** The above schools share a commitment to providing a stimulating middle school curriculum in a supportive environment. The schools seek student bodies representative of the diverse population of the Bay Area.

To begin work on the form, first save it to your computer and label the file with the applicant's first and last name. Complete the form and be sure to save as you go. To submit the form to the schools marked above, please email it as an attached PDF file (labeled by the applicant's first and last name) from a school email address. If you receive this form as a hard copy, please complete the form below and submit it to the school(s) in the envelope(s) provided by the applicant. Your thoughtful and candid assessment is an important part of the admission process. This recommendation will remain confidential and will not become part of the applicant's permanent record. We appreciate your cooperation and time.

**TEACHER NAME:** \_\_\_\_\_ **SUBJECT:** \_\_\_\_\_ **YEARS TAUGHT**  
 2012-2013  2013-2014  
(PLEASE PRINT)

**SCHOOL NAME:** \_\_\_\_\_ **TELEPHONE:** \_\_\_\_\_ **EXT:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_  
STREET CITY STATE ZIP

**E-MAIL ADDRESS:** \_\_\_\_\_  
(PLEASE PRINT)

**SIGNATURE(FOR HARD COPIES ONLY):** \_\_\_\_\_ **DATE:** \_\_\_\_\_

1. How long and in what capacities have you known this applicant, including in what course(s) and at what grade level(s)? Please mention what grades the applicant received.

2. What are the first few words that come to mind to describe this applicant?



3. Please compare this applicant's academic achievement with his/her ability.

4. Please comment on the applicant's quantitative, analytical and critical thinking skills as they pertain to each academic area that you instruct (language arts, history, math, science, foreign language, etc.).

5. In relation to academic work, please comment on the applicant's motivation, attention span, and ability to work alone as well as cooperatively.

6. Please evaluate how this applicant interacts:

a)with peers

b)with adults

7. For each item, please check the most appropriate description of the applicant:

- |                                   |   |   |  |   |
|-----------------------------------|---|---|--|---|
| <b>Academic ability</b>           | <input type="checkbox"/> limited              | <input type="checkbox"/> fair                     | <input type="checkbox"/> good                    | <input type="checkbox"/> excellent          |
| <b>Integrity</b>                  | <input type="checkbox"/> questionable         | <input type="checkbox"/> usually trustworthy      | <input type="checkbox"/> trustworthy             | <input type="checkbox"/> highly trustworthy |
| <b>Creativity</b>                 | <input type="checkbox"/> little               | <input type="checkbox"/> fair                     | <input type="checkbox"/> good                    | <input type="checkbox"/> excellent          |
| <b>Motivation</b>                 | <input type="checkbox"/> poor                 | <input type="checkbox"/> sporadic                 | <input type="checkbox"/> good                    | <input type="checkbox"/> excellent          |
| <b>Considerate of others</b>      | <input type="checkbox"/> rarely               | <input type="checkbox"/> sometimes                | <input type="checkbox"/> usually                 | <input type="checkbox"/> always             |
| <b>Fulfills responsibilities</b>  | <input type="checkbox"/> rarely               | <input type="checkbox"/> sometimes                | <input type="checkbox"/> usually                 | <input type="checkbox"/> always             |
| <b>Class participation</b>        | <input type="checkbox"/> rarely contributes   | <input type="checkbox"/> contributes occasionally | <input type="checkbox"/> contributes frequently  | <input type="checkbox"/> always contributes |
| <b>Classroom conduct</b>          | <input type="checkbox"/> frequent disruptions | <input type="checkbox"/> occasional misconduct    | <input type="checkbox"/> good behavior           | <input type="checkbox"/> exemplary          |
| <b>Ability to work in a group</b> | <input type="checkbox"/> limited              | <input type="checkbox"/> average                  | <input type="checkbox"/> good                    | <input type="checkbox"/> excellent          |
| <b>Ability to work alone</b>      | <input type="checkbox"/> needs constant help  | <input type="checkbox"/> needs help frequently    | <input type="checkbox"/> needs help occasionally | <input type="checkbox"/> always works well  |
| <b>Follows directions</b>         | <input type="checkbox"/> rarely               | <input type="checkbox"/> sometimes                | <input type="checkbox"/> usually                 | <input type="checkbox"/> always             |
| <b>Study habits</b>               | <input type="checkbox"/> poor                 | <input type="checkbox"/> fair                     | <input type="checkbox"/> good                    | <input type="checkbox"/> excellent          |
| <b>Organizational Skills</b>      | <input type="checkbox"/> poor                 | <input type="checkbox"/> fair                     | <input type="checkbox"/> good                    | <input type="checkbox"/> excellent          |

8. In relation to others of the same age you have known, please summarize your assessment of this applicant's:

**Interpersonal abilities:**  Below Average  Average  Good  Very Good  Outstanding  One of the best ever

**Overall academic skills:**  Below Average  Average  Good  Very Good  Outstanding  One of the best ever

9. Has the applicant's attendance been regular? yes no  
Is the applicant typically on time for school/class? yes no  
Has the applicant been subject to disciplinary or academic censures? yes no  
If yes, please describe.

10. Please comment on the parents' role in their child's education, and of their support of your school's policies and educational mission.

11. Is there any additional information that you would like to share with the Admission Office?

- If you have additional information that you feel would be better conveyed by a telephone conversation, please check here.  
Thank you.