

HIGHLAND VIEW

A C A D E M Y

Recommendation Form #2

Principal

To be completed by your **former principal**. The purpose of this form is to request a general assessment of the student, which will become part of his/her application for admission to **Highland View Academy**. All information that you furnish will be kept confidential.

Applicant's Name: _____ Grade Applying For: _____

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

In what area is the applicant most exceptional? _____

In what area does the applicant need most improvement? _____

Does the student have any special academic needs and have they been evaluated for any reason? _____

Does the student get along well with other students? _____

Has the student had any discipline problems? (Please explain) _____

How well do you feel the applicant handles difference of opinion? _____

To your knowledge, has the student ever used tobacco, alcohol, or drugs? _____

Have all financial obligations to your school been fulfilled? (To be completed by an Administrator) _____

For each of the qualities listed below, check the most appropriate descriptor:

	N/A	Below Average	Average	Above Average
Energy and initiative				
Leadership				
Responsibility				
Self-confidence				
Warmth of personality				
Sense of humor				
Concern for others				
Reaction to criticism				
Reaction to setbacks				
Maturity				
Good judgment				
Self-discipline				
Personal appearance				
Attendance				
Shows respect for others				
Cooperative				

_____ Strongly recommend

_____ Recommend

_____ Recommend with reservations

_____ Do not recommend

Reference given by: _____

Title: _____

Institution: _____

Address: _____

Phone Number: _____

Email Address: _____

May we contact you for further information? Yes _____ No _____

Return the completed form via EMAIL to: admissions@hva-edu.com

If you are unable to email, please send in a sealed envelope (not included) to:

Highland View Academy
 ATTN: ADMISSIONS
 10100 Academy Drive
 Hagerstown, MD 21740