

ENGLISH TEACHER CONFIDENTIAL RECOMMENDATION INDEPENDENT SCHOOL COMMON RECOMMENDATION FORM FOR GRADES 6-12

Brunswick School	Convent of the Sacred Heart	Fairfield Country Day School	Greens Farms Academy
Greenwich Academy	The Greenwich Country Day School	Hackley School	The Harvey School
King & Low-Heywood Thomas School	The Long Ridge School	The Masters School	New Canaan Country School
Ridgefield Academy	Rippowam Cisque School	Rye Country Day School	Sacred Heart Academy
St. Luke's School	The Stanwich School	The Unquowa School	Whitby School

TO THE PARENTS: *As part of the undersigned child's application for admission, the schools listed above require letters of recommendation be provided with the application. The undersigned acknowledges that each letter of recommendation is a confidential communication between the person recommending the undersigned student and the school. The undersigned waives any right to receive, review, inspect or have access to any letter(s) of recommendation, whether in possession of the person recommending the undersigned student or the school. The undersigned acknowledges that the school is relying upon this waiver and that the school would not consider the application without it.*

Parent/Guardian Authorization (Signature)

Date

Name of Applicant

Current grade

TO THE TEACHER: *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. Your assistance is appreciated.*

1. How long have you known the candidate?

2. In what course do you currently teach this student?

3. What are the first words that come to mind in order to describe the applicant?

4. Please evaluate the candidate in relation to other students of the same age/grade you have taught in English. Please check the appropriate box for each item below.

	TRULY				
WRITING	BELOW AVERAGE	AVERAGE	GOOD	EXCELLENT	OUTSTANDING
Mechanics and Organization	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Style	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Content and Originality	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reading Comprehension	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Class Participation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Overall Performance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Overall Effort	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

(Over)

Does the candidate read widely on his/her own? ☐ Rarely ☐ Moderately ☐ Extensively

How would you rate the candidate's overall facility with language (written and oral) compared to other students whom you have taught? ☐ Below Average ☐ Average ☐ Top 25% ☐ Top 10%

5. Please comment on any aspect of the candidate's intellectual interests, ability and academic achievement and potential, in English or in school work generally.

6. Please tell us about the candidate's personal qualities, if possible, by providing specific information or relating an anecdote that gives insight into this person's personality and character.

Summary In relation to students of the same age you have known, how would you rate the candidate?

	WEAK	FAIR	GOOD	EXCELLENT	EXCEPTIONAL
Academic Promise	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Character and Personal Promise	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Overall Evaluation	<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:

Please return a copy of this form by January 15 directly to the school in the envelope provided by the applicant.