



Administrator Recommendation Form

This Section to be completed by the Parent/Guardian.

Applicant's Name _____ Applying for Grade _____

I understand and agree that the information contained on this teacher recommendation form is confidential and will be used only in evaluating and selecting applicants and will not become part of the student's permanent record. I also agree that this completed form will not be available to candidates, parents or anyone else outside of the St. Monica Catholic Elementary School Admission Committee, and I waive any right that I may have to see it.

 Parent/Guardian Signature

 Date

This next section is to be completed by the applicant's current school administrator and mailed, emailed or faxed directly to St. Monica Catholic Elementary School.

St. Monica Catholic Elementary School has developed this form to gather information about the student whose name appears above. The completion of both sides of this evaluation is extremely helpful. It is important that the child's next school placement be an appropriate one for both the student and the family and we greatly appreciate thoughtful evaluation in the areas specified below. Please know that the professional comments you share will be held in strictest confidence and we thank you for your assistance and cooperation.

Administrator Name _____ Title _____

School _____

School Address _____

Phone _____ Email _____

How long and in what capacity have you known this student? _____

Applicant Information	Below Average	Average	Above Average
Academic Achievement			
Leadership Ability			
Personal Integrity			
Communication Skills			
Emotional Maturity			
Conduct			
Concern for Others			
Relationships with peers			
Relationships with adults			

Family information	Consistently	Sometimes	Seldom
Communicates appropriately with the school			
Cooperates with classroom teachers			
Cooperates with administration			
Has realistic expectations for their child			
Participates in school activities			
Meets financial obligations			
Family respects school calendar without taking excessive vacations during school year			
Child's attendance is consistent, without excessive tardies			

How would you describe this child?

Strengths: _____

Challenges: _____

Additional Comments:

I recommend this child:
 enthusiastically _____ with confidence _____ with some reservations _____ I do not recommend _____

I would like a telephone conference to provide further information. yes _____ no _____

Best time to call _____ Phone # _____

Signature _____ Please Print _____

Today's Date: _____