

# SCHOOL ADMINISTRATOR Common Recommendation Form Grades 1–5

The Lake Michigan Association of Independent Schools (LMAIS) utilizes a Common Recommendation Form as part of the application process for member schools. This form is one of many pieces of information gathered to learn about the student. Thank you in advance for sharing your feedback.

- Requested Respondent: The student's current Principal, Assistant Principal, Head of School, Division Head, Guidance Counselor, or other appropriate administrator is requested to complete the form.
- Use for Multiple Schools: Please save a copy for your records, as you may reuse this form for other LMAIS schools if your responses are unchanged.
- Best Efforts: Complete the form as fully as possible. If you do not know the student well, you may note that and it will not negatively impact the applicant.
- Confidentiality: Responses are confidential (as allowed by law) and are not part of the student's permanent record.

#### RECOMMENDER INFORMATION

our Name						
ichool				City	State	
ob title						
Email					Phone	
low well do you kno	w the student?					
Extremely	Moderately	Somewhat	Slightly	Not at all		
low long have you k	nown the student? _					
n what capacity?						
STUDENT INFO	RMATION					
Name of student					Current grade level	
What are the first th	nree words that come	e to mind to describ	e this student?			
1		2		3		



Please reference the below rating scale and corresponding definitions to evaluate the student in the following section.

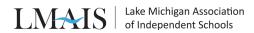
- Exceeding Expectations The student is exceeding what is developmentally appropriate for this age group
- Meeting Expectations The student is meeting what is developmentally appropriate for this age group
- Approaching Expectations The student is progressing toward what is developmentally appropriate for this age group
- Below Expectations The student does not exhibit what is developmentally appropriate for this age group

# SOCIAL/EMOTIONAL DEVELOPMENT

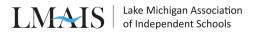
	EXCEEDING EXPECTATIONS	MEETING EXPECTATIONS	APPROACHING EXPECTATIONS	BELOW EXPECTATIONS	COMMENTS
Dependability and honesty	0	0	0	0	
Self-esteem	0	0	0	0	
Self-discipline	0	0	0	0	
Leadership	0	0	0	0	
Sensitivity to others' feelings / respect for individual differences	0	0	0	0	
Responsibility	0	0	0	0	
Reactions to setbacks	0	0	0	0	
Maturity	0	0	0	0	
Sense of humor	0	0	0	0	
School conduct	0	0	0	0	
Overall Social/Emotional Development	0	0	0	0	

### **ACADEMIC DEVELOPMENT**

	EXCEEDING EXPECTATIONS	MEETING EXPECTATIONS	APPROACHING EXPECTATIONS	BELOW EXPECTATIONS	COMMENTS
Intellectual curiosity	0	0	0	0	
Academic progress	0	0	0	0	
Creativity and imagination	0	0	0	0	
Ability to work independently	0	0	0	0	
Motivation	0	0	0	0	
Initiative	0	0	0	0	
Overall Academic Development	0	0	0	0	



What are the student's strengths?
Academically
Socially/Emotionally
Socially, Emotionally
In which area(s) would this student benefit from improvement?
Academically
Socially/Emotionally
Does the student attend school regularly? Yes No If no, please explain
in the presse explain
Leath and a much large with the adjusted 2. We see No.
Is there a problem with tardiness? Yes No  If yes, please explain
ii yes, piease explain
Has the student had any recurrent and/or serious disciplinary problems? Yes No
If yes, briefly explain and note any disciplinary action taken.
Has the student been promoted regularly during their school career? Yes No
If no, please explain.
Is there any additional information that would be helpful to us in evaluating this student?



## **FAMILY - SCHOOL PARTNERSHIP**

Parents/guardians are an important part of our relationship with the studen	t. Please share any information about the family-school partnership, the
involvement of the family, and any family circumstances that may affect the	child's life at school.

To your knowledge, is the parent/guardia	n's perception of their chil	d compatible with the schoo	ol's understanding of the child? Plea	se comment.
Which word(s) best describe the parents,	guardians in regard to the	ir child?		
1.	2		3	
Please explain.				
I certify that the information provided abo	ve is accurate and complet	e to the best of my knowledge	re.	
Signature		_ Date		
If we have additional questions, may we	contact you? Yes	No		

For a full list of LMAIS member schools and contact information, please visit <a href="mais.org"><u>lmais.org</u></a>