



## Common Recommendation Form

*Grades 6–12*

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 Math teacher 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

Your Name \_\_\_\_\_

School \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_

Job title \_\_\_\_\_

Email \_\_\_\_\_ Phone \_\_\_\_\_

How long have you known the student? \_\_\_\_\_

In what capacity? \_\_\_\_\_

### STUDENT INFORMATION

Name of Student \_\_\_\_\_ Current grade level \_\_\_\_\_

What are the first three words that come to mind to describe this student?

1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_

### COURSE INFORMATION

Title of student's course \_\_\_\_\_

Class size \_\_\_\_\_ Student:Teacher ratio in your classroom \_\_\_\_\_

Is this an honors, accelerated, or tested into course? Yes No

Please briefly explain course levels/groupings and note the placement of the student.

How often and for how long does the class meet? \_\_\_\_\_

Title of text(s) used? \_\_\_\_\_

What would be the next course recommended for this student? \_\_\_\_\_

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

## ACADEMIC DEVELOPMENT

	EXCEEDING EXPECTATIONS	MEETING EXPECTATIONS	APPROACHING EXPECTATIONS	BELOW EXPECTATIONS	COMMENTS
Attitude towards subject	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Intellectual curiosity	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Initiative	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Academic performance	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Academic ability	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Ability to reason abstractly	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Ability to think logically	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Math competency	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Creativity and imagination	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Organizational ability	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Stays on task	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Motivation	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Willingness to take intellectual risks	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Perseverance and thoroughness	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Ability to work in a group	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Ability to work independently	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Seeks help when needed	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Class participation	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Study habits	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
<b>Overall Academic Development</b>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	

**SOCIAL/EMOTIONAL DEVELOPMENT**

	EXCEEDING EXPECTATIONS	MEETING EXPECTATIONS	APPROACHING EXPECTATIONS	BELOW EXPECTATIONS	COMMENTS
Honesty/integrity	○	○	○	○	
Self-esteem	○	○	○	○	
Self-discipline	○	○	○	○	
Receptivity to others’ ideas	○	○	○	○	
Leadership	○	○	○	○	
Peer compatibility	○	○	○	○	
Relationship with teacher(s)	○	○	○	○	
Sensitivity to others’ feelings	○	○	○	○	
Respect for individual differences	○	○	○	○	
Responsibility	○	○	○	○	
Reaction to setbacks	○	○	○	○	
Maturity	○	○	○	○	
Sense of humor	○	○	○	○	
<b>Overall Social/Emotional Development</b>	○	○	○	○	

What are the student’s strengths?

Academically

Socially/Emotionally

In which area(s) would this student benefit from improvement?

Academically

Socially/Emotionally

To the best of your knowledge, if the student handed in a paper late it would probably be because the student:

lack of effort                      misreading a question                      carelessness  
problem too difficult                      rarely an issue with this student                      other, please explain

How well does the student accept advice or constructive feedback? \_\_\_\_\_

What are the student's interests? \_\_\_\_\_

Does the student attend class regularly?                      Yes                      No

If no, please explain \_\_\_\_\_

Is there a problem with tardiness?                      Yes                      No

If yes, 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 student. 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/guardian's perception of their child compatible with the school's understanding of the child? Please comment.

Which word(s) best describe the parents/guardians in regard to their child?

1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_

Please explain.

*I certify that the information provided above is accurate and complete to the best of my knowledge.*

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 [lmais.org](http://lmais.org)**