

## INDEPENDENT SCHOOL COMMON REPORT AND TRANSCRIPT RELEASE FORM GRADES K-12

Brunswick School	The Greenwich Country Day School	The Montessori School	School of the Holy Child
Chase Collegiate School	Hamden Hall Country Day School	New Canaan Country School	St. Luke's School
The Children's School	The Harvey School	REACH Prep	Soundview Prep
Fairfield Country Day School	Hopkins School	Ridgefield Academy	The Unquowa School
Fraser Woods Montessori School	King School	Rippowam Cisqua School	Whitby School
Greens Farms Academy	The Long Ridge School	Rockland Country Day School	Wooster School
Greenwich Academy	The Masters School	Rye Country Day School	
Greenwich Catholic School	The Mead School	Sacred Heart Greenwich	

**TO THE PARENTS:** *As part of the undersigned child's application for admission, the schools listed above require recommendations. The undersigned acknowledges that these recommendations are confidential communications. The undersigned waives all rights to access recommendations and acknowledges that the school is relying on this waiver and would not consider the applicant without it.*

\_\_\_\_\_  
Name of Applicant

\_\_\_\_\_  
Current grade

\_\_\_\_\_  
Parent/Guardian Authorization Signature for release of records

**TO THE HEAD OF SCHOOL OR PRINCIPAL:** *The student named above is applying for admission to one or more of the schools listed above. A full and candid report from his present school is necessary if he or she is to be given consideration by an admission committee. We therefore ask that you complete this form, keep the original and send a photocopy directly to the requesting school. Your comments will be held in the strictest confidence.*

**PLEASE ATTACH THE OFFICIAL TRANSCRIPT FOR THE STUDENT AS PER ABOVE AUTHORIZATION.**

*If you do not feel that you are the appropriate person to fill out the recommendation form, please pass it on to the division head, guidance counselor, or student's advisor. Similar forms will be sent to the student's teacher(s).*

*Thank you for your assistance. Your remarks will be held in the strictest confidence and will be most appreciated as we begin review of the candidate's personal characteristics and academic credentials.*

Please circle the number that best applies in each category:

<b>ACADEMIC ASSESSMENT</b>	<b>WEAK</b>	<b>FAIR</b>	<b>GOOD</b>	<b>EXCELLENT</b>	<b>EXCEPTIONAL</b>
Motivation	1	2	3	4	5
Self-discipline	1	2	3	4	5
Growth potential	1	2	3	4	5
Achievement	1	2	3	4	5
<b>SOCIAL/EMOTIONAL DEVELOPMENT</b>	<b>WEAK</b>	<b>FAIR</b>	<b>GOOD</b>	<b>EXCELLENT</b>	<b>EXCEPTIONAL</b>
Leadership	1	2	3	4	5
Self-confidence/Sense of humor	1	2	3	4	5
Concern for others	1	2	3	4	5
Emotional maturity	1	2	3	4	5
Personal maturity	1	2	3	4	5
Respect accorded by faculty	1	2	3	4	5
Ability to work with others	1	2	3	4	5
Contribution to school community	1	2	3	4	5

(Over)

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**PLEASE COMMENT:**

1. In what areas has the student shown any unusual ability or aptitude?

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2. Has the applicant been censured for academic or social behavior? If yes, please explain.

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3. Has the candidate's home environment been a positive force in his or her development?

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4. Is the parents' perception of their child compatible with the school's understanding of the child?

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5. Summary Appraisal:

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In relation to students of the same age you have known and using the scale below, how would you rate the candidate?

	<b>WEAK</b>	<b>FAIR</b>	<b>GOOD</b>	<b>EXCELLENT</b>	<b>EXCEPTIONAL</b>
For Academic Promise	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
For Character and Personal Promise	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Overall Recommendation	<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 \_\_\_\_\_