



## Principal/Guidance Counselor Recommendation

A standard recommendation form based on the student's overall academic background and personal development to be completed by a principal or guidance counselor at his/her current school. **IMPORTANT: This recommendation will be delivered to ALL schools that require Principal/Guidance Counselor Recommendation as part their SAO application. Please do not write school-specific responses/recommendations.**

### Notes to the Recommender:

- This form is part of the Standard Application Online (SAO) for the student named below.
- The Admissions Committee places considerable weight on the academic and personal qualifications of each student. Your recommendation is vital to the process. Please provide candid and thoughtful responses.
- The submitted forms and records will remain confidential. The parent/guardian has signed a waiver to forgo their right to view and read the recommendation submitted.
- The form can be saved as a draft for review to submit at a later date. Once submitted, the form is delivered to the receiving school immediately.

### Form Completed By

First Name\*

Middle Name\*

Last Name\*

Title\*

School Name\*

Email Address\*

Phone Number\*

Please share your length of experience in this role\*

1-3 Years

4-7 Years

8+ Years

*Required fields are indicated with an asterisk \**

## School Profile

Grades served at school\*

Total School Enrollment\*

Students in applicant's grade\*

Month school year starts\*:

Month school year ends\*:

School's grading system\*:

4.0 Scale

4.3 Scale

1-5

100-0

A-F

Four Passing Grades

Three Passing Grades

Ungraded

What is the passing mark?

## Student Record

In what capacity have you known this student? (as a teacher, principal, counselor, etc.)\*

How long have you known this student?\*

How well do you know the student?\*

Student's year of enrollment at the school\*

School Ranks?

Yes No

Are the students placed in sections according to ability?

Yes No

Is the student in good academic standing?

Yes No

Is the student in good disciplinary standing?

Yes No

Has this student ever been dismissed, suspended, placed on probation, or received other serious disciplinary sanctions?

Yes No

Has the student withdrawn from school voluntarily for an extended period of time for reasons other than health?

Yes No

## Student Characteristics

Research shows that everyone has the 7 character skills below, in different amounts at different times in their lives. Please rate the applicant on the following character skills using the categories described below.

	<b>Demonstrating</b> (Clear understanding and use of this skill)	<b>Developing</b> (This skill is present and still developing)	<b>Emerging</b> (Starting to show signs of this skill)	<b>No Basis for Judgement</b>
<b>Initiative*</b>				
<b>Intellectual Engagement*</b>				
<b>Open Mindedness *</b>				
<b>Resilience*</b>				
<b>Self-control*</b>				
<b>Social Awareness*</b>				
<b>Teamwork *</b>				

## Student Evaluation

Please select the best descriptor to represent your evaluation of the student in comparison to other students in the same grade group whom you have taught. If you have no basis for judgement, do not hesitate to say so.

	<b>Excellent</b> (Student is among the top 5 in the class)	<b>Very Good</b> (Student regularly exceeds expectations)	<b>Good</b> (Student regularly meets, and sometimes exceeds expectations)	<b>Average</b> (Student meets expectations)	<b>Below Average</b> (Student inconsistently or rarely meets expectations)	<b>No Basis for Judgement</b>
<b>Effort/Level of engagement*</b>						
<b>Seeks help when needed*</b>						
<b>Participation in specified activity*</b>						
<b>Reasoning &amp; Problem solving ability*</b>						
<b>Willingness to take intellectual risks*</b>						
<b>Creativity*</b>						
<b>Response to criticism or constructive feedback*</b>						
<b>Open to the ideas and opinions of others*</b>						

**Excellent**  
(Student is among the top 5 in the class)

**Very Good**  
(Student regularly exceeds expectations)

**Good**  
(Student regularly meets, and sometimes exceeds expectations)

**Average**  
(Student meets expectations)

**Below Average**  
(Student inconsistently or rarely meets expectations)

**No Basis for Judgement**

**Listens and contemplates more than one point of view\***

**Response to setback \***

**Ability to overcome obstacles\***

**Organization/ Preparedness for class\***

**Ability to work independently**

**Ability to follow directions\***

**Ability to hand in work on time, if applicable\***

**Practice Habits/ Use of time\***

**Honesty/ Integrity\***

**Accountability for their action\***

**Maturity (relative to age)\***

**Conduct/ Behavior\***

**Sense of humor \***

**Concern for others\***

**Respect accorded by adults\***

**Respect accorded by peers \***

**Supportive behavior of classmates \***

**Excellent**  
(Student is among the top 5 in the class)

**Very Good**  
(Student regularly exceeds expectations)

**Good**  
(Student regularly meets, and sometimes exceeds expectations)

**Average**  
(Student meets expectations)

**Below Average**  
(Student inconsistently or rarely meets expectations)

**No Basis for Judgement**

**Ability to embrace conflict resolution \***

**Ability to lead a group of peers in a project or task \***

**Ability to be led by a peer as a part of a project or task \***

**Ability to effectively communicate ideas \***

SAMPLE

## Student Evaluation Summary

How does the student's overall performance compare to that of other students in the grade level? If the student is relatively strong, weak, or needs improvement in any of the areas selected above, please elaborate. \*

What three words come to mind when describing this student?

Please comment on the student's character, citizenship, and contributions to your community in comparison to other students in this grade level. \*

Have you had the opportunity to interact with the student's parent(s)/guardian(s)?

Yes      No

Per your experience, parent's/guardian's perceptions are NOT compatible with your school's perceptions of the student?

Yes      No

If yes, please explain.

Please provide any additional information that will give us a more complete picture of the student. \*

Please make sure you scroll through the entire form to complete it before submitting.

I acknowledge that my recommendation for the student accurately reflects his/her academic and personal development. I understand that once I submit this form as part of the student's Standard Application Online (SAO), it cannot be edited. This form will be delivered to school/s that require this recommendation as part of their application.

Recommender's Electronic Signature

Date