



# Administrator Confidential Recommendation

### TO THE PARENT / GUARDIAN

Please complete the following information before giving it to your child’s current Head of School or Principal. Provide the recommender a list of schools and email addresses to which to send this recommendation or instructions for how to upload this recommendation to each school’s online application system.

Name of Applicant \_\_\_\_\_ Applicant for \_\_\_\_\_ Grade in Fall 2025

For the student named above, I waive my rights to read or seek access to the Administrator Recommendation now or in the future.

Parent/Guardian Authorization Signature \_\_\_\_\_ Date \_\_\_\_\_

### TO THE HEAD OF SCHOOL OR PRINCIPAL

The Los Angeles Area Independent Schools consortium — <https://losangelesindependentschools.org/schools/> — has developed this common form to better allow an open exchange of information about the student whose name appears above. Your completion of this evaluation is extremely helpful. It is important to all of us that the child’s next school placement be an appropriate one for both the student and the family. We greatly appreciate your time and effort to complete and return this form. Please do not include information about any legally protected statuses of the applicant, including but not limited to race, ethnicity, national origin, disability, gender identity, gender expression, and sexual orientation. Your insights and observations are important to all of us. Please know that the professional comments you share will be held in confidence to the extent legally and reasonably possible and we thank you in advance for your assistance and cooperation.

**Please complete this form after November 1, 2024, but no later than January 10, 2025.**

To protect the integrity of this recommendation, be sure to save this form as a PDF before submitting to schools.

Name of Head of School / Principal \_\_\_\_\_

Title \_\_\_\_\_ School \_\_\_\_\_

Email address \_\_\_\_\_ Phone number \_\_\_\_\_

Signature \_\_\_\_\_ Today’s date \_\_\_\_\_

How long have you known the applicant and in what capacity? \_\_\_\_\_

Has this student ever been subject to any serious disciplinary action, suspension, or expulsion from school?      No      Yes

If yes, please explain:

**Check here if you would like us to call you to discuss this student in greater detail.**

Your judgments are used solely for the admissions process.

## SUMMARY APPRAISAL

In the space below or in an attached letter, please write a summary appraisal of the candidate, assessing personal and academic qualities and potential. We are interested in evidence about the strengths and weaknesses, values, relative maturity of the candidate, the things they are enthusiastic about, and any talent or special quality they possess. We would also like to know about any conduct that impeded growth, any disciplinary action that may have been taken, or any explanation of absences greater than 10 days in an academic year. Please explain the ways in which the family supports their child and the policies of your school. Be assured that we do read every word you write and find your input invaluable in our evaluations.

**STUDENT'S ACADEMIC AND SOCIAL-EMOTIONAL DEVELOPMENT** Please check the appropriate rating:

Academic Achievement	OUTSTANDING	GOOD	AVERAGE	BELOW EXPECTATIONS
Conduct	GOOD CONDUCT	USUALLY GOOD BEHAVIOR	OCCASIONAL MISCONDUCT	POOR
Integrity	HIGHLY DEVELOPED	TRUSTWORTHY	USUALLY TRUSTWORTHY	QUESTIONABLE
Consideration of others	EXTREMELY THOUGHTFUL	CONSIDERATE	USUALLY CONSIDERATE	RARELY CONSIDERATE
Social adjustment with peers	HEALTHY RELATIONSHIPS WITH PEERS	USUALLY RELATES WELL	HAS OCCASIONAL PROBLEMS	RELATES POORLY
Stability	STABLE	HANDLES MOST SITUATIONS	SEEKS MUCH ATTENTION	EASILY FRUSTRATED

**FAMILY INFORMATION** Please check the appropriate ratings:

Appropriate communication with school	ALWAYS	USUALLY	SOMETIMES	RARELY
Attendance at school functions	ALWAYS	USUALLY	SOMETIMES	RARELY
Cooperation with school rules	ALWAYS	USUALLY	SOMETIMES	RARELY
Cooperation with faculty/administration	ALWAYS	USUALLY	SOMETIMES	RARELY
Meets financial obligations in a timely manner	ALWAYS	USUALLY	SOMETIMES	N/A
Participation in school community	VERY HELPFUL	WHEN GIVEN OPPORTUNITY	ON OCCASION	SELDOM
Participation in child's education	APPROPRIATELY INVOLVED	OCCASIONALLY INVOLVED	OVERLY INVOLVED	RARELY INVOLVED
Parent/Guardian expectations for student	REALISTIC	UNREALISTIC	UNKNOWN	OTHER

**IN SUMMARY**

	ENTHUSIASTICALLY	STRONGLY	FAIRLY STRONGLY	WITHOUT ENTHUSIASM	NOT RECOMMENDED
<b>I recommend this applicant for admission:</b>					
For academic promise					
For character					
Overall recommendation					