

# Teacher Recommendation

For Applicants to Grades 2-12

Candidate's Legal Name: \_\_\_\_\_ Current Grade Level: \_\_\_\_\_

**TO THE PARENT/GUARDIAN:** Please read and sign the following statement before giving this form to your child's teacher. I understand and agree that the information contained on this form will be used only in the selection of candidates for admission to Keystone School and will not become part of the applicant's permanent file. I also understand that the completed form will not be made available to me or anyone outside the Keystone School's admission committee. I waive any right to see it.

signature of parent/guardian

date

The student named above is a candidate for admission to Keystone School. The school considers both a candidate's academic and personal qualities when making its admission decisions. The information you provide is confidential and will be used only in the selection of candidates. It will not become a part of the candidate's permanent file and will not be available to the candidate or to his/her parents.

**Please make the following ratings as realistic as you can:** One of the No basis for

	Poor	Average	Good	Excellent	top few	judgement
Academic performance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Completes work on time	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Academic ability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Conduct in class	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Organization and study habits	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Originality	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Academic motivation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Self confidence	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Class participation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Emotional maturity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Social maturity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reaction to criticism	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Peer relations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Adult relations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Honesty and integrity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

I recommend this candidate for an **accelerated** academic program:

**A. For academic promise:**

- Enthusiastically  Strongly  Fairly strongly  
 Without enthusiasm  No

**B. For character and promise:**

- Enthusiastically  Strongly  Fairly strongly  
 Without enthusiasm  No

**Would you be willing to be contacted further about the student's candidacy?**  Yes  No

**Please provide comments on motivation, behavior, personality, strengths and weaknesses that you feel are pertinent to the student's potential performance at Keystone. If the student fails to satisfy some academic requirements, please explain in detail. You may attach a separate sheet.**

**Please describe your interactions with the child's parents during the school year. Is the parent's perception of the applicant compatible with the school's understanding of the applicant?**

Recommender's Name: \_\_\_\_\_

Title: \_\_\_\_\_ Name of School: \_\_\_\_\_

School Address: \_\_\_\_\_ street \_\_\_\_\_ city/state/zip

School Phone: ( ) \_\_\_\_\_ Email: \_\_\_\_\_

How many years have you been teaching? \_\_\_\_\_ How long have you known this student? \_\_\_\_\_

Which subject have you most recently taught the student? \_\_\_\_\_

signature of teacher

date

Please send all application materials to:

**KEYSTONE SCHOOL**  
Attention: Admissions  
119 East Craig Place  
San Antonio, TX 78212  
t: 210.735.4022 f: 210.734.5508

**Confidential School Report**

Candidate's Legal Name: \_\_\_\_\_ Current Grade Level: \_\_\_\_\_

*TO THE ADMINSTRATOR: The student named above is a candidate for admission to Keystone School. The school considers both a candidate's academic and personal qualities when making its admission decisions. The information you provide is confidential and will be used only in the selection of candidates. It will not become a part of the candidate's permanent file and will not be available to the candidate or to his/her parents.*

\_\_\_\_\_  
*signature of parent/guardian*

\_\_\_\_\_  
*date*

**We would appreciate your observations in the following areas:**

- Leadership:             A positive leader                       A follower                       A negative leader                       Independent
- Cooperation:             Enthusiastically Cooperative                       Usually Cooperative                       Occasionally Cooperative                       Uncooperative
- Dependability:             Dependable                       Fulfills Obligations                       Occasionally Undependable                       Undependable
- Work Ethic:             Extremely diligent                       Adequately diligent                       Somewhat lackadaisical                       Seriously underachieving
- General Citizenship:             Excellent Behavior                       Acceptable                       Occasionally unacceptable                       Behavioral problem

**Is the candidate eligible to re-enter your school next term?**     YES     NO

**If no, comment.**

\_\_\_\_\_  
\_\_\_\_\_

**Has the candidate been involved in acts of dishonesty?**     YES     NO

**If yes, comment.**

\_\_\_\_\_  
\_\_\_\_\_

**Has the candidate participated in any disorderly, disruptive, or unmannerly conduct?**     YES     NO

**If yes, comment.**

\_\_\_\_\_  
\_\_\_\_\_

**Has the candidate been disciplined by administrative officers or by a student judiciary?**     YES     NO

**If yes, comment.**

\_\_\_\_\_  
\_\_\_\_\_

**Has the candidate ever been suspended or expelled?**     YES     NO

**If yes, an Admission Officer will call you.**

**Telephone ( \_\_\_\_\_ ) \_\_\_\_\_**

**Please describe the school's interaction with the candidate's family.**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I recommend this candidate:

**A. For academic promise:**

- Enthusiastically       Strongly       Fairly strongly  
 Without enthusiasm       Not recommended

**B. For character and personal promise:**

- Enthusiastically       Strongly       Fairly strongly  
 Without enthusiasm       Not recommended

**Would you be willing to be contacted further**

**about the student's candidacy?**  Yes  No

**Recommender's Name:** \_\_\_\_\_

**Title:** \_\_\_\_\_ **Name of School:** \_\_\_\_\_

**School Address:** \_\_\_\_\_  
street city/state/zip

**School Phone:** (      ) \_\_\_\_\_ **Email:** \_\_\_\_\_

**How many years have you been teaching?** \_\_\_\_\_ **How long have you known this student?** \_\_\_\_\_

**Which subject have you most recently taught the student?** \_\_\_\_\_

\_\_\_\_\_  
*signature of teacher*

\_\_\_\_\_  
*date*

Please send all application materials to:

**KEYSTONE SCHOOL**  
**Attention: Admissions**  
**119 East Craig Place**  
**San Antonio, TX 78212**  
**t: 210.735.4022 f: 210.734.5508**

**Transcript/Record Release**

Candidate's Legal Name: \_\_\_\_\_

Applying for Grade: \_\_\_\_\_ Social Security Number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Date of Birth: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

**I HEREBY AUTHORIZE THE RELEASE OF THE BELOW MENTIONED INFORMATION TO KEYSTONE SCHOOL IN SAN ANTONIO, TX.**

\_\_\_\_\_  
*signature of parent/guardian*

\_\_\_\_\_  
*date*

The student named above has applied for admission to Keystone School in San Antonio, TX. **Please send a complete official transcript (including the current year to date), IQ scores, and any achievement test scores and comments.** All information will be kept confidential and will be used for assessing the candidate for admission to our school and for initial placement. The student's application cannot be processed until the admissions office at Keystone School receives this form.

**Please mail this recommendation along with all materials in an envelope with your signature over the seal to:**

**KEYSTONE SCHOOL**  
**Attention: Admissions**  
**119 East Craig Place**  
**San Antonio, TX 78212**  
**t: 210.735.4022 f: 210.734.5508**

*If you have any questions, please contact the Admissions Office. Thank you in advance for your assistance.*