

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: | <input type="checkbox"/> A positive leader | <input type="checkbox"/> A follower | <input type="checkbox"/> A negative leader | <input type="checkbox"/> Independent |
| Cooperation: | <input type="checkbox"/> Enthusiastically Cooperative | <input type="checkbox"/> Usually Cooperative | <input type="checkbox"/> Occasionally Cooperative | <input type="checkbox"/> Uncooperative |
| Dependability: | <input type="checkbox"/> Dependable | <input type="checkbox"/> Fulfills Obligations | <input type="checkbox"/> Occasionally Undependable | <input type="checkbox"/> Undependable |
| Work Ethic: | <input type="checkbox"/> Extremely diligent | <input type="checkbox"/> Adequately diligent | <input type="checkbox"/> Somewhat lackadaisical | <input type="checkbox"/> Seriously underachieving |
| General Citizenship: | <input type="checkbox"/> Excellent Behavior | <input type="checkbox"/> Acceptable | <input type="checkbox"/> Occasionally unacceptable | <input type="checkbox"/> 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 administrator (NOT a classroom teacher)

date

Please email all application materials to:

**Andrea Banks, Director of
Enrollment Management:
abanks@keystoneschool.org**