Administrative Recommendation
Confidential

The following schools have agreed to use this common evaluation form for students applying to Richmond area independent schools: Benedictine, Collegiate, St. Christopher’s, Trinity, Saint Gertrude and Steward. We hope the use of this form will reduce the workload of teachers by having them complete only one form per student to provide us with the necessary information to make informed admission decisions.

Your candid assessment of this student will have a bearing on our admission decision, and your insights will remain confidential. Thank you for your thoughtful consideration and comments.

Application to: [ ]
Current Grade: 20

Student’s Name: [ ]

What is your relationship? [ ]
How long have you known him/her? [ ]
(E.g. guidance counselor) [ ] (Months/years) [ ]

Please check the appropriate answer and provide explanations if you check “Yes” to any of the following:

✓ Are there any special strengths or talents that this student contributes to your school?  [ ] Yes  [ ] No

✓ Are there any special circumstances or problems of which we should be aware?  [ ] Yes  [ ] No

✓ Has the student ever been involved in a serious infraction of school rules?  [ ] Yes  [ ] No
Have any specific learning differences been noted? If so, have any modifications been made to the student’s academic program to help him/her cope with learning differences?  □ Yes  □ No

Has any outside testing been administered in the last two years?  □ Yes  □ No

Have the parents had a positive relationship with the school?  □ Yes  □ No

Please indicate the family’s relationship with the school in the following areas:

- Cooperation with school regulations
  - □ Always
  - □ Usually
  - □ Sometimes
  - □ Rarely

- Cooperation with faculty/administration
  - □ Always
  - □ Usually
  - □ Sometimes
  - □ Rarely

- Communication with school
  - □ Always
  - □ Usually
  - □ Sometimes
  - □ Rarely

- Participation in school community
  - □ Always
  - □ Usually
  - □ Sometimes
  - □ Rarely

- Fulfillment of financial responsibilities
  - □ Always
  - □ Usually
  - □ Sometimes
  - □ Rarely

- Involvement in student’s education
  - □ Always
  - □ Usually
  - □ Sometimes
  - □ Rarely

- Parental expectations for student
  - □ Realistic
  - □ Unrealistic
  - □ Unknown

Please add any comments which may help us know the student better (e.g. special strengths/talents):

I recommend this student:  □ Enthusiastically  □ Strongly  □ With reservation  □ Not at all

Signature_______________________________________________         Date ___________________
Name and Title (please print) ___________________________________________________________
School ___________________________________  Address___________________________________