



# 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 2027)

***By sharing this form with the school / teacher, you waive your rights to read or seek access to the Administrator Recommendation now or in the future.***

### 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, 2026, but no later than January 8, 2027.**

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: \_\_\_\_\_ 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 (please explain below):

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.

A large, empty rectangular box with a black border, intended for the candidate's summary appraisal. The box is currently blank.

## STUDENT'S ACADEMIC AND SOCIAL-EMOTIONAL DEVELOPMENT

Academic Achievement	<input type="radio"/> OUTSTANDING	<input type="radio"/> GOOD	<input type="radio"/> AVERAGE	<input type="radio"/> BELOW EXPECTATIONS
Conduct	<input type="radio"/> GOOD CONDUCT	<input type="radio"/> USUALLY GOOD BEHAVIOR	<input type="radio"/> OCCASIONAL MISCONDUCT	<input type="radio"/> POOR
Integrity	<input type="radio"/> HIGHLY DEVELOPED	<input type="radio"/> TRUSTWORTHY	<input type="radio"/> USUALLY TRUSTWORTHY	<input type="radio"/> QUESTIONABLE
Consideration of Others	<input type="radio"/> EXTREMELY THOUGHTFUL	<input type="radio"/> CONSIDERATE	<input type="radio"/> USUALLY CONSIDERATE	<input type="radio"/> RARELY CONSIDERATE
Social Adjustment with Peers	<input type="radio"/> HEALTHY RELATIONSHIPS	<input type="radio"/> USUALLY RELATES WELL	<input type="radio"/> HAS OCCASIONAL PROBLEMS	<input type="radio"/> RELATES POORLY
Stability	<input type="radio"/> STABLE	<input type="radio"/> HANDLES MOST SITUATIONS	<input type="radio"/> SEEKS MUCH ATTENTION	<input type="radio"/> EASILY FRUSTRATED

## FAMILY INFORMATION

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

## IN SUMMARY

I recommend this applicant for admission:	ENTHUSIASTICALLY	STRONGLY	FAIRLY STRONGLY	WITHOUT ENTHUSIASM	DO NOT RECOMMEND
For academic promise	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
For character	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Overall recommendation	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>