

Name of Applicant: \_\_\_\_\_

Applying for Grade: \_\_\_\_\_

Name of school completing recommendation: \_\_\_\_\_

**Parent or Guardian** - Please write your child’s name in the space above and read and sign the following before giving this to your child’s teacher. Please include an addressed/stamped envelope for each school you list below.

*I understand and agree that the information contained on this Teacher Recommendation form is confidential and will be used only in the selection of applicants and will not become part of the applicant’s permanent file. I also agree that this completed form will not be available to applicants, parents, or anyone outside the Admissions Committee, and I waive any right that I may have to see it.*

Parent Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Please send this recommendation to the following Houston schools:

1. \_\_\_\_\_ Address: \_\_\_\_\_
2. \_\_\_\_\_ Address: \_\_\_\_\_
3. \_\_\_\_\_ Address: \_\_\_\_\_
4. \_\_\_\_\_ Address: \_\_\_\_\_

**Teacher** - Please complete this confidential form and return it to the schools listed above in the envelope provided by the student/parent. This Teacher Recommendation form will be treated confidentially and will not be shared with parents. You may wish to retain the original copy for your files to send to additional schools. Thank you for your cooperation and honesty. The student’s application cannot be processed until the form is received in the Admissions Office.

Academic Skills Ratings	Truly Outstanding Top 5%	Excellent	Above Average	Average	Below Average	Please Comment
Listens to and follows teacher’s directions						
Is attentive to group discussions /activities						
Contributes appropriately to group discussions/activities						
Demonstrates ability to work independently						
Perseveres in spite of difficulty						
Works cooperatively						
Displays willingness to take risks						
Demonstrates appropriate energy level						
Demonstrates ability to stay on task						
Exhibits appropriate work ethic						
Completes assignments on time						
Critical thinking skills						

Social Skills Ratings	Truly Outstanding Top 5%	Excellent	Above Average	Average	Below Average	Please Comment
Responds positively to constructive criticism						
Establishes friendships easily						
Is comfortable in a group						
Is respectful of faculty						
Is respected by peers						
Demonstrates self-control						
Takes responsibility for belongings						
Is cooperative						
Demonstrates appropriate behavior						
Exhibits emotional maturity						
Demonstrates appropriate energy level						
Takes pride in appearance						
Is respectful to peers						
Demonstrates ability to resolve conflicts						

## HAIS Common Teacher Recommendation Grades 6 -12 English (Page 2)

Name of Applicant: \_\_\_\_\_ Applying for Grade: \_\_\_\_\_

Communication Skills Ratings	Truly Outstanding Top 5%	Excellent	Above Average	Average	Below Average	Please Comment
Ability to express ideas verbally						
Clarity of writing style						
Grammar/Mechanics skills						
Reading comprehension						
Knowledge and usage of vocabulary						
Imagination and creativity						
Participate in physical group activity						

**Circle the words that best describe this applicant:**

Aggressive	Conscientious	Honest	Motivated	Perfectionist	Shy
Anxious	Disobedient	Immature	Negative leader	Positive leader	Social
Articulate	Easily discouraged	Irritable	Oppositional	Responsible	Vivacious
Cheerful	Follower	Manipulative	Organized	Self-centered	Well-liked
Confident	Helpful	Mature	Over-protected	Self-disciplined	Witty

**Please describe the student's academic/social strengths, assets and gifts:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Please describe the student's academic/social challenge and areas of support:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Please add any additional information that would provide a more complete picture of the student and family:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Applicant is habitually tardy or late:**  Yes  No If yes, please explain: \_\_\_\_\_

\_\_\_\_\_

**Applicant is:**

Highly Recommended (Top 5%)  Strongly Recommended  Recommended  Recommended with Reservation  Not Recommended

If you checked "Recommended with Reservation" or "Not Recommended," please explain: \_\_\_\_\_

\_\_\_\_\_

**I would:**  like to  be willing to discuss this applicant by telephone.

**Teacher Verification**

Teacher Signature:	Date:
Print Name:	Course name:
Teacher Email:	School Address:
Home Phone:	Telephone:

**Director/Principal Verification**

	Consistently	Usually	Seldom	Not Observed
Parent(s) participate in school activities				
Parent(s) support school policies and procedures				
Signature of Director or Principal:			Date:	