



Hawai'i Association of Independent Schools (HAIS)

Confidential Administrative Reference Report Form | **Grades 6-12**

Parent/Legal Guardian: Please complete the top section of this form and submit to an administrator (principal, dean, counselor, etc.) at your child's school. Include an addressed and stamped envelope to the school(s) to which you would like this evaluation sent. The evaluator will mail these forms directly to that/those school(s).

Applicant's Name _____ Preferred Name: _____
Last First M.I.

Gender: M F Birthdate: ____/____/____ Applying for Grade: ____ Applicant's Current School: _____

To Parent/Legal Guardian: By submitting this evaluation form and your application for consideration by the member of the Hawai'i Association of Independent Schools (HAIS), you hereby release the HAIS school, its employees and representatives, the evaluator and the evaluator's employer from any and all claims and liability that may arise from information provided. All information provided on the attached evaluation form will be held in strictest confidence and will not be shared with students, parents, or guardians. This evaluation will remain confidential and does not become part of the student's permanent academic record.

Date ____/____/____ Parent/Legal Guardian's Signature _____

How long has the applicant been enrolled in your school? _____

How long and in what capacity have you known this applicant? _____

To your knowledge, has the applicant:

1. Had any history of serious conduct problems? Yes No
2. Ever been expelled or suspended? Yes No
3. Had a history of illegal substance use or juvenile delinquency problems (e.g. bullying, fighting, theft, etc.)? Yes No
4. Demonstrated any concerns related to academic or personal integrity? Yes No

If yes to any of these questions, is this a recurring pattern of behavior? Yes No

Please explain providing details and dates: _____

To your knowledge, is the applicant's school record a true indication of his/her academic ability, or have outside circumstances interfered with academic achievement? Yes No If no, please explain: _____

Describe the ways the applicant contributes to your school community (character, citizenship, leadership, athletic or artistic): _____

Has the applicant been recognized for outstanding character, citizenship, leadership, athletic or artistic performance? Yes Not to my knowledge

If yes, please explain: _____

