

**FOR PARENT(S)**

My child, named below, has applied for admission to Concordia International School Hanoi. I would appreciate your assistance in completing this confidential recommendation. I give express permission for you to provide the information requested, and I waive any right to read the completed document.

Child's Name: \_\_\_\_\_ Grade Applying For: \_\_\_\_\_  
Parent/Guardian: \_\_\_\_\_ Date: \_\_\_\_\_

**TO TEACHER, COUNSELOR OR PRINCIPAL**

The student listed below is applying for admission to Concordia International School Hanoi. Your candid and thoughtful evaluation is helpful to our admissions process, and we thank you for taking the time to complete this **confidential** reference form. Please return this form directly to Concordia's Admissions Office by fax (+84 24 3795 8879) or email a scanned copy ([admissions@concordiahanoi.org](mailto:admissions@concordiahanoi.org)). Please be assured that this information will not be shared with the applicant or his/her family.

Name of Applicant: \_\_\_\_\_ Current Grade Level: \_\_\_\_\_  
How long have you known this student? \_\_\_\_\_  
In what capacity?  Counselor  Principal  Classroom Teacher  Other, please specify \_\_\_\_\_

**PERSONAL & ACADEMIC QUALITIES (Check the box each area that BEST DESCRIBES this student)**

<p><b>Maturity</b></p> <input type="checkbox"/> Very mature for age <input type="checkbox"/> Age appropriate <input type="checkbox"/> Somewhat immature <input type="checkbox"/> Very immature <input type="checkbox"/> No basis for judgment	<p><b>Integrity</b></p> <input type="checkbox"/> Very trustworthy <input type="checkbox"/> Usually trustworthy <input type="checkbox"/> Occasionally trustworthy <input type="checkbox"/> Untrustworthy <input type="checkbox"/> No basis for judgment	<p><b>Self Confidence</b></p> <input type="checkbox"/> Appears overly confident <input type="checkbox"/> Has healthy self-image <input type="checkbox"/> Needs some support <input type="checkbox"/> Needs much reassurance <input type="checkbox"/> No basis for judgment
<p><b>Conduct</b></p> <input type="checkbox"/> Well-behaved <input type="checkbox"/> Usually obeys rules <input type="checkbox"/> Occasionally misbehaves <input type="checkbox"/> Frequently misbehaves <input type="checkbox"/> No basis for judgment	<p><b>Sense of Humor</b></p> <input type="checkbox"/> Delightful <input type="checkbox"/> Good <input type="checkbox"/> Inappropriate <input type="checkbox"/> Humorless <input type="checkbox"/> No basis for judgment	<p><b>Concentration</b></p> <input type="checkbox"/> Exceptional <input type="checkbox"/> Usually good <input type="checkbox"/> Occasionally distracted <input type="checkbox"/> Easily distracted <input type="checkbox"/> No basis for judgment
<p><b>Seeks Help</b></p> <input type="checkbox"/> Always <input type="checkbox"/> Usually <input type="checkbox"/> Sometimes <input type="checkbox"/> Rarely <input type="checkbox"/> No basis for judgment	<p><b>Uses Suggestions</b></p> <input type="checkbox"/> Always <input type="checkbox"/> Usually <input type="checkbox"/> Sometimes <input type="checkbox"/> Rarely <input type="checkbox"/> No basis for judgment	<p><b>Participation</b></p> <input type="checkbox"/> Wants to dominate <input type="checkbox"/> Actively/appropriately participates <input type="checkbox"/> Only when called on <input type="checkbox"/> Rarely contributes <input type="checkbox"/> No basis for judgment

**ACADEMIC QUALITIES AND APPROACHES TO LEARNING**  
**(Check the box in each area that BEST DESCRIBES this student)**

<b>Academic Achievement</b> <input type="checkbox"/> Far above expectations <input type="checkbox"/> Better than expected <input type="checkbox"/> As expected <input type="checkbox"/> Below expectations <input type="checkbox"/> No basis for judgment	<b>Ability to Work Independently</b> <input type="checkbox"/> Always works well done <input type="checkbox"/> Needs help occasionally <input type="checkbox"/> Needs help frequently <input type="checkbox"/> Requires supervision <input type="checkbox"/> No basis for judgment	<b>Intellectual Curiosity</b> <input type="checkbox"/> Strong and varied <input type="checkbox"/> Good <input type="checkbox"/> An occasional spark <input type="checkbox"/> Limited <input type="checkbox"/> No basis for judgment
<b>Written Expression of Ideas</b> <input type="checkbox"/> Ideas and mechanics excellent <input type="checkbox"/> Ideas and mechanics good <input type="checkbox"/> Ideas and mechanics fair <input type="checkbox"/> Ideas and mechanics poor <input type="checkbox"/> No basis for judgment	<b>Oral Expression of Ideas</b> <input type="checkbox"/> Exceptional <input type="checkbox"/> Good <input type="checkbox"/> Average <input type="checkbox"/> Poor/underdeveloped <input type="checkbox"/> No basis for judgment	<b>Social Adjustment with Peers</b> <input type="checkbox"/> Healthy relationships <input type="checkbox"/> Occasional minor problems <input type="checkbox"/> Frequent minor problems <input type="checkbox"/> Relates poorly <input type="checkbox"/> No basis for judgment
<b>Ability to Work With Others</b> <input type="checkbox"/> Always works well in a group <input type="checkbox"/> Usually effective <input type="checkbox"/> Sometimes unable to cope <input type="checkbox"/> Has great difficulty in a group <input type="checkbox"/> No basis for judgment	<b>Study Habits</b> <input type="checkbox"/> Excellent <input type="checkbox"/> Good <input type="checkbox"/> Satisfactory <input type="checkbox"/> Limited <input type="checkbox"/> No basis for judgment	<b>Extra Involvement at School in</b> <input type="checkbox"/> Art <input type="checkbox"/> Band/Choir/Strings <input type="checkbox"/> Drama/Dance <input type="checkbox"/> Sports <input type="checkbox"/> No basis for judgment
<b>Attitude of Parents</b> <input type="checkbox"/> Cooperative <input type="checkbox"/> Uninvolved <input type="checkbox"/> Overly protective <input type="checkbox"/> Antagonistic <input type="checkbox"/> No basis for judgment	<b>Comments on any of these areas:</b>    	

1. How would you compare applicant's potential to others whom you have observed in similar circumstance?

- One of the top few I have encountered in my career  
 Outstanding     Average     Fair     Below average

2. Is the student in good standing and eligible to enroll in your school in the next grade level     Yes     No

3. Does this applicant have any outstanding abilities or significant limitations that affect school performance  
 Yes     No

If "Yes", explain: \_\_\_\_\_

4. Is the student currently enrolled in an EAL (English as an Additional Language) program?     Yes     No

5. Please comment on this student's reading and writing skills. Consider reading comprehension, vocabulary, grammar, mechanics and creativity.

\_\_\_\_\_

\_\_\_\_\_



