



Loomis Chaffee

Office of Admission • 4 Batchelder Road • Windsor CT 06095 • Telephone 860 687 6400 • Facsimile 860 298 8756 • email: admission@loomis.org
• WEBSITE: www.loomis.org

School Report

TO THE SCHOOL OFFICIAL: In an effort to simplify the application process and eliminate unnecessary duplication of effort, many independent schools have collaborated in the development of common recommendation forms. This form may be completed only once; photocopies will be accepted by all schools that accept the common recommendation forms. The student should provide you with a stamped, addressed return envelope for each school requesting a copy of this form. Use of the common recommendation forms will in no way compromise the student's chances for admission. You are welcome to attach a narrative statement, but if you do so, we request that you complete the checkboxes on this form as well. Submit the recommendation online, mail a copy of this form to Loomis Chaffee, or return in a sealed envelope to the student to be included with his/her application (postmarked by **January 15, 2020**). If you choose to submit your recommendation online, please provide the applicant with your email address so that you will receive an email that will allow you to submit the recommendation.

THE COMMON RECOMMENDATION FORM

TO THE STUDENT: Please print your name, address and school below, and give this form and a stamped, addressed envelope for each school to your head of school, principal or guidance counselor.

Student's name _____
LAST FIRST MIDDLE CURRENT GRADE

Student's address _____
STREET CITY STATE ZIP CODE COUNTRY

Current school _____ Previous school attended _____

Parent signature _____

TO THE SCHOOL OFFICIAL: The student named above is a candidate for admission. The Admission Committee places considerable weight on the academic and personal qualifications of each student. Your recommendation is vital to our process. We would appreciate your most candid and thoughtful responses. Please complete this form and return it in the envelope provided.

How well do you know the student academically?

As a person?

Date submitted _____

School serves grades _____ to _____ Number of students in entire school _____

In what month does your school year begin? _____ end? _____

Please explain your school's grading system. What is the passing mark? _____ Honors mark? _____

What percent of your students receive which grades? _____

Does your school rank? Yes No Is your rank: Approximate Exact How many students are in the entire grade? _____

This candidate ranks _____ out of _____ . _____ other students share this rank.

Does your school have a semester or trimester system? Semester Trimester

What is the closing date for each term? _____

Does your school use a block scheduling system? Yes No

Are students placed in sections according to ability? Yes No If yes, please tell us in which level the applicant is placed for each subject.

If the student's attendance record is not listed on the transcript, please indicate the number of days he or she has been absent or tardy each year while at your school.

If the student is not, or has not been, in good academic standing, please explain.

Has the student ever been dismissed, suspended, placed on probation, or received other serious disciplinary sanction? Yes No

Has he or she withdrawn from school voluntarily for an extended period of time for reasons other than health? Yes No

If the answer to either or both of these questions is yes, please provide a full explanation on a separate piece of paper.

What are the first three words that come to mind to describe this student?

Please place check marks at the points that represent your evaluation of the student in comparison to other students in his or her age group whom you have taught or advised. If you have no fair basis for judgment, do not hesitate to say so.

	ONE OF THE TOP FEW I HAVE EVER ENCOUNTERED	EXCELLENT (TOP 10% THIS YEAR)	GOOD (ABOVE AVERAGE)	AVERAGE	BELOW AVERAGE	NO BASIS FOR JUDGMENT
Academic potential						
Academic achievement						
Intellectual curiosity						
Effort/Determination						
Ability to work independently						
Organization						
Creativity						
Willingness to take intellectual risks						
Concern for others						
Honesty/Integrity						
Self-esteem						
Maturity (relative to age)						
Responsibility						
Respect accorded by faculty						
Respect accorded by peers						
Emotional stability						
Overall evaluation as a person						
Overall evaluation as a student						

If the student is relatively weak or strong in any areas listed above, please elaborate.

Please comment on this student's character, citizenship and contributions to your community.

Please add any additional information that will give us a more complete picture of the student.

Thank you for taking your valuable time to complete this evaluation. Your reflections are an important part of the candidate's application. All information you provide will be held in confidence and disclosed only to the Admission Committee and others deemed necessary by the assistant head for enrollment.

SIGNATURE _____ DATE _____ SCHOOL ADDRESS/CITY/STATE _____

PRINTED NAME _____ ZIP CODE / COUNTRY _____
() _____

TITLE _____ TELEPHONE _____

EMAIL _____