



# Loomis Chaffee

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**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, 2021**). 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, guidance counselor.

Student's name \_\_\_\_\_  
LAST FIRST MIDDLE CURRENT GRADE

Student's address \_\_\_\_\_  
STREET CITY STATE ZIP CODE COUNTRY

**TO THE TEACHER:** 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.

How well do you know the student academically?

As a person?

Is this course part of a tracking system or designated as an honors or accelerated course?  yes  no

How is this course taught?  In person  Online  Hybrid  \_\_\_\_\_

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? \_\_\_\_\_ Honor marks? \_\_\_\_\_

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 they have 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  
Have they 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 their age group whom you have taught. 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
<b>Academic potential</b>						
<b>Academic achievement</b>						
<b>Intellectual curiosity</b>						
<b>Effort/Determination</b>						
<b>Ability to work independently</b>						
<b>Organization</b>						
<b>Creativity</b>						
<b>Willingness to take intellectual risks</b>						
<b>Concern for others</b>						
<b>Honesty/Integrity</b>						
<b>Self-esteem</b>						
<b>Maturity (relative to age)</b>						
<b>Responsibility</b>						
<b>Respect accorded by faculty</b>						
<b>Respect accorded by peers</b>						
<b>Emotional stability</b>						
<b>Overall evaluation as a person</b>						
<b>Overall evaluation as a student</b>						

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 dean of enrollment.

\_\_\_\_\_  
SIGNATURE DATE SCHOOL ADDRESS/CITY/STATE

\_\_\_\_\_  
PRINTED NAME ZIP CODE / COUNTRY

\_\_\_\_\_  
TITLE TELEPHONE

\_\_\_\_\_  
EMAIL