

SECONDARY SCHOOLS OF THE ARCHDIOCESE OF SAN FRANCISCO



CONFIDENTIAL RECOMMENDATION FORM

- Archbishop Riordan High School
 Convent of the Sacred Heart High School
 ICA Cristo Rey
 Junipero Serra High School
 Marin Catholic High School
 Mercy High School, Burlingame
 St. Ignatius College Preparatory
 Notre Dame High School, Belmont
 Sacred Heart Prep, Atherton
 Sacred Heart Cathedral Preparatory
 Woodside Priory
 Stuart Hall High School

Applicant Name: _____ has applied to the high school checked above.

Applying to Grade: _____ (to be filled out by school official)

Directions:

1. To be completed by principal or teacher/counselor.
2. Complete this form and retain the original.
3. Send copies to the schools who request Confidential Recommendation Form & Transcript Request Form.

Please check what applies to the student's academic qualities.

| Academic Qualities | Poor | Average | Good | Excellent |
|---|------|---------|------|-----------|
| Study Habits | | | | |
| Attention Span | | | | |
| Ability to Work Independently | | | | |
| Ability to Organize & Communicate Ideas | | | | |
| Motivation | | | | |
| Intellectual Curiosity | | | | |
| Critical and Abstract Thinking Skills | | | | |
| Ability to Work Cooperatively | | | | |
| Oral Communication Skills | | | | |
| Academic Integrity | | | | |
| Reaction to Academic Setback | | | | |

Please check what applies to the student's personal qualities.

| Personal Qualities | Poor | Average | Good | Excellent |
|-----------------------------------|------|---------|------|-----------|
| Creativity | | | | |
| Self-Confidence | | | | |
| Leadership Potential | | | | |
| Reaction to Criticism | | | | |
| Reaction to Setbacks | | | | |
| Concern for Others | | | | |
| Personal Conduct | | | | |
| Personal Integrity | | | | |
| Participation in School Community | | | | |
| Respect for Authority | | | | |
| Respect Accorded by His/Her Peers | | | | |

1. Please compare this student's academic achievement to his/her ability.

2. Should the admissions committee be aware of any factors that have had an impact on this student's academic or social progress to date?

3. In this student's academic work, is he or she a part of a special school program or receiving accommodations? Please elaborate. Attach RTI (Response to Interventions) if applicable.

4. Please comment on the student's disciplinary and attendance record at your school.

Please check what applies to the parents/guardian.

| Parent/Guardian Information | Poor | Good | Excellent | N/A |
|--|------|------|-----------|-----|
| Commitment of Family to Catholic Education | | | | |
| Support of family for school policies | | | | |

Is there any additional information that can be better conveyed in a phone conversation? Yes No (If necessary)

Please provide a phone number where you can be reached: _____ Ext: _____

| | |
|---|---|
| <input type="checkbox"/> I strongly recommend this applicant. | <input type="checkbox"/> I do not recommend this applicant. |
| <input type="checkbox"/> I recommend this applicant. | <input type="checkbox"/> Please call the school regarding this applicant. |
| <input type="checkbox"/> I recommend this applicant with reservation. | |

Please make any additional comments about the student that may not have been reflected above:

Name: _____ Signature: _____ Date: _____

School: _____ Position: _____

Email: _____ Phone: _____

This report will not be disclosed to the applicant; it will be available only to those involved in our admissions decision. It will be destroyed when no longer needed for the admissions process.