



# 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: \_\_\_\_\_

