



9401 Starcrest Drive
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 www.smhall.org

Administrator's Recommendation Form, Forms 6 - 12

To be completed by the Head of School, Principal, or Guidance Counselor at the applicant's present school and emailed or mailed directly to Saint Mary's Hall.

Candidate's Full Name: _____ Applying for Grade: _____
First Middle Last

To the Parent/Guardian: Please read and sign the following statement before giving this form to your child's school.

I understand and agree that the information contained in this form will be used only in the selection of candidates for admission to Saint Mary's Hall and will not become part of the applicant's permanent file. I also understand that the completed form will not be made available to me or anyone outside the Saint Mary's Hall Admission Committee. I waive any right to see it.

Parent or Guardian: _____ Date: _____

To the Head of School, Principal, or Guidance Counselor: The student named above is a candidate for admission to Saint Mary's Hall. The school considers both a candidate's academic and personal qualities when making its admission decisions. **The information you provide is confidential and will be used only in the selection of candidates.** It will not become a part of the candidate's permanent file and will not be available to the candidate or to his/her parents. Please retain a completed copy of this form for your records and return this completed form directly to Saint Mary's Hall.

Scanning and emailing the form to admission@smhall.org is the preferred method. The form may also be mailed directly to our office.

We would appreciate your observations in the following areas:

Applicant information:

<u>Academic Achievement</u>	<input type="checkbox"/> Outstanding	<input type="checkbox"/> Good	<input type="checkbox"/> Average	<input type="checkbox"/> Below expectation
<u>Conduct</u>	<input type="checkbox"/> Good conduct	<input type="checkbox"/> Usually good behavior	<input type="checkbox"/> Occasional misconduct	<input type="checkbox"/> Poor
<u>Integrity</u>	<input type="checkbox"/> Highly developed	<input type="checkbox"/> Trustworthy	<input type="checkbox"/> Usually trustworthy	<input type="checkbox"/> Questionable
<u>Consideration for others</u>	<input type="checkbox"/> Extremely thoughtful	<input type="checkbox"/> Considerate	<input type="checkbox"/> Usually considerate	<input type="checkbox"/> Rarely considerate
<u>Social adjustment with peers</u>	<input type="checkbox"/> Healthy relationships	<input type="checkbox"/> Usually relates well	<input type="checkbox"/> Occasional problems	<input type="checkbox"/> Relates poorly

Family Information:

<u>Cooperation with school rules and policies</u>	<input type="checkbox"/> Always	<input type="checkbox"/> Usually	<input type="checkbox"/> Sometimes	<input type="checkbox"/> Rarely
<u>Cooperation with faculty and administration</u>	<input type="checkbox"/> Always	<input type="checkbox"/> Usually	<input type="checkbox"/> Sometimes	<input type="checkbox"/> Rarely
<u>Participation in child's education</u>	<input type="checkbox"/> Appropriately involved	<input type="checkbox"/> Sometimes involved	<input type="checkbox"/> Rarely involved	<input type="checkbox"/> Overly involved
<u>Parent expectations for student</u>	<input type="checkbox"/> Realistic	<input type="checkbox"/> Somewhat realistic	<input type="checkbox"/> Unrealistic	<input type="checkbox"/> Unknown

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Has the student ever been dismissed, suspended, placed on probation, or received serious disciplinary sanction?

Yes No If yes, please explain.

Does the student have an excessive or unusual number of absences or tardies?

Yes No If yes, please explain.

Please add any additional information about the student's relative strengths and weaknesses that pertain to your program.

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

I recommend this student:	Enthusiastically	With Confidence	Mildly	With Reservation	Not at All
Academic ability and promise					
Character and personal promise					
Overall					

Administrator's Name: _____ Title: _____

School: _____

School Phone: (_____) _____

Email: _____

Signature: _____ Date: _____

Thank you for taking your valuable time to complete this evaluation. Your reflections are an important part of the student's application and are very helpful to the Admission Committee. When completed, please send this form directly to the Office of Admission. **Please do not give a completed form back to the candidate or his/her parents.**

Mailing Address: 9401 Starcrest Drive, San Antonio, TX 78217

Email: admission@smhall.org