

Dear Valued Partner in Education,

The Lake Michigan Association of Independent Schools (LMAIS) is a non-profit organization established to promote educational excellence by supporting the interests of independent schools in Illinois and Indiana, building strong relationships among independent schools, and creating innovative opportunities in professional development for the faculty, staff and administrators in independent schools.

Enclosed is a recommendation form that is used by all LMAIS schools (*please reference the last page of this document for a comprehensive list of LMAIS schools*) in determining if the applicant is an appropriate fit for the institution to which the student is applying. This form is only one of many pieces of information used to get to know the applicant. A full report from the applicant's present school is necessary if the student is to be given consideration for admission. Our ability to effectively evaluate this student is helped considerably by your timely and candid insights. **If you feel that this form is not reflective of your school's mission, ethos, or pedagogy, please do not hesitate to provide an alternative assessment of the applicant on school letterhead. All information that you furnish will be kept confidential to the extent the law allows, and will not be retained as a part of the student's permanent record.**

LMAIS has identified the following assessment benchmarks used herein. Please take a moment to review the benchmark headers, as well as their definitions, to ensure accurate and effective completion of the enclosed form.

- **Truly Outstanding:** Exceptional student
- **Excellent:** Exceeds what is developmentally expected for this age group
- **Good:** Sometimes exceeds what is developmentally expected for this age group
- **Average:** Meets what is developmentally expected for this age group
- **Below Average:** Does not exhibit what is developmentally expected for this age group

**The academic recommendation forms should be completed by the child's current homeroom teacher and/or academic specialist. The Principal recommendation form may be completed by the Head of School, Division Head, Guidance Counselor or another appropriate administrator.**

If you have received the recommendation form electronically:

- **DOWNLOAD** the PDF to your desktop;
- **SAVE** and re-name with applicant's name in the title;
- **FILL IN** the appropriate fields;
- **SAVE** the completed form;
- **REVIEW** your saved and completed form to assure all areas have been answered;
- **ATTACH** the completed PDF file to an email and return to the requesting school.

If you have received the recommendation form as paper copy, please complete the form in **black ink**. Retain the original for your files and send a photocopy directly to the requesting school.

On behalf of this student, we thank you for your response.

Sincerely,

Lake Michigan Association of Independent Schools (LMAIS)

Grades 6–12

# Common Recommendation Form 20 -202

Please complete this recommendation form electronically using Adobe Reader or in black ink. Retain the original for your files.  
 Send the completed PDF form by email or mail the paper copy directly to the requesting school.

## ENGLISH TEACHER COMMENTS

Name of student \_\_\_\_\_ Applicant to grade \_\_\_\_\_

Your name \_\_\_\_\_ Title: \_\_\_\_\_

School \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

How long have you known the applicant? \_\_\_\_\_

Student/teacher ratio in your classroom: \_\_\_\_\_

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

1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_

## COURSE DESCRIPTION

Title \_\_\_\_\_

Is this course sectioned according to ability?  Yes  No

If yes, please briefly explain how this course is sectioned and note the section placement of the applicant.

\_\_\_\_\_  
 \_\_\_\_\_

How often does the class meet? \_\_\_\_\_

Title of text(s) used? \_\_\_\_\_

By June, we will have completed \_\_\_\_\_ of \_\_\_\_\_ chapters.

Please estimate the percentage of time spent in the following areas:

Reading/literature \_\_\_\_\_ Vocabulary development/spelling \_\_\_\_\_

Grammar \_\_\_\_\_ Writing skills \_\_\_\_\_

The items below ask for your sense of this student’s emotional and social growth, intellectual development, and relationships within the school community.  
 Please evaluate the student in the following areas by placing a check in the appropriate column.

## ACADEMIC QUALITIES

	TRULY OUTSTANDING	EXCELLENT	GOOD	AVERAGE	BELOW AVERAGE	COMMENTS
Attitude towards subject	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Intellectual curiosity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Initiative	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Academic performance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Academic ability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Ability to reason abstractly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Ability to think logically	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Oral expression	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____

Written expression	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Reading comprehension	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Creativity and imagination	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Organizational ability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Motivation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Willingness to take intellectual risks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Perseverance and thoroughness	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Ability to work in a group	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Ability to work independently	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Seeks help when needed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Class participation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Study habits	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____

**PERSONAL QUALITIES**

	TRULY OUTSTANDING	EXCELLENT	GOOD	AVERAGE	BELOW AVERAGE	COMMENTS
Honesty/integrity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Self-esteem	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Self-discipline	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Receptivity to others' ideas	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Leadership	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Peer compatibility	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Relationship with teacher(s)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Sensitivity to others' feelings/ respect for individual differences	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Responsibility	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Reaction to setbacks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Maturity (relative to age)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Sense of humor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____

What are the student's strengths?

As a student? \_\_\_\_\_

As a person? \_\_\_\_\_

In which areas does this student need improvement?

As a student? \_\_\_\_\_

As a person? \_\_\_\_\_

Does the student attend class regularly?  Yes  No Is there a problem with tardiness?  Yes  No

If so, please explain. \_\_\_\_\_

To the best of your knowledge, if the student handed in a paper late it would probably be because the student:

- procrastinates                       strives for perfection of expression                       lost the rough draft
- has lots of other activities                       does not apply; student's work is never late                       other, please explain \_\_\_\_\_

How well does the student accept advice or criticism? \_\_\_\_\_

Which words best describe the student's thinking?  Independent  Creative  Imitative  Other \_\_\_\_\_

Does this student have any particular interests or affinities you would like to share with us?

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Within your range of experience, how would you rate the student?

Truly outstanding  Excellent  Good  Average  Below Average

Please comment on the student's efforts, achievements, and contributions to the class?

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IS THERE ANY ADDITIONAL INFORMATION THAT WOULD BE HELPFUL TO US IN EVALUATING THIS APPLICANT?

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**PARENT/SCHOOL PARTNERSHIP**

Parents are an important part of our relationship with the student. Please share any thoughts you have regarding this applicant's family, including their involvement in your school.

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To your knowledge, is the parents' perception of their child compatible with the school's understanding of the child? Please comment.

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Are you aware of any family circumstances that may affect the student's life at school?

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Which word(s) best describe the parents in regard to their child?

1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_

Please explain.

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Signature \_\_\_\_\_ Date \_\_\_\_\_

If we have additional questions, may we contact you?  Yes  No

If yes, email: \_\_\_\_\_ Phone \_\_\_\_\_

Again, thank you for your time and the helpful information you have provided.

# Addendum COVID Related Student Curricular / Learning Transition Information

Please indicate the applicant child’s learning program/modality for the 2020-2021 academic year.

Remote

Hybrid

In Person

If the child switched between learning modalities during the 2020-2021 year (i.e. remote to in person) please explain.

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Please rate the child’s performance during IN\_PERSON learning (if applicable):

	OUTSTANDING	EXCELLENT	GOOD	AVERAGE	BELOW AVERAGE	N/A (Did not observe)
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Attendance:

Focus:

Participation:

Citizenship:

Please rate the child’s performance during REMOTE learning (if applicable):

	OUTSTANDING	EXCELLENT	GOOD	AVERAGE	BELOW AVERAGE	N/A (Did not observe)
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Attendance:

Focus:

Participation:

Citizenship:

If you have had an opportunity to observe the student during different learning modalities, was there a significant difference in performance? (For example, the student is a strong in-person learner, but a weak remote learner). If yes, please explain.

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Please share any additional insights you may have regarding this student’s transition / adaptability to changing learning environments.

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Is there anything we should know about the student’s social and emotional growth during COVID for the 2020-2021 academic year?

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Signature \_\_\_\_\_ Date \_\_\_\_\_

If we have additional questions, may we contact you?      Yes      No

If yes, email: \_\_\_\_\_ Phone \_\_\_\_\_



## Lake Michigan Association of Independent Schools

Return completed form(s) to the requesting school(s) listed below as indicated by the parent(s)/guardian(s).

For additional information contact: [fcaron39@comcast.net](mailto:fcaron39@comcast.net)

### **ALCUIN MONTESSORI SCHOOL**

324 N. Oak Park Avenue  
Oak Park, IL 60302-2121  
(708) 366-1882 x313  
[avalera@alcuin.org](mailto:avalera@alcuin.org)  
[www.alcuin.org](http://www.alcuin.org)

### **THE ANCONA SCHOOL**

4770 S. Dorchester Avenue  
Chicago, IL 60615-2023  
(773) 924-2356  
[admissions@anconaschool.org](mailto:admissions@anconaschool.org)  
[www.anconaschool.org](http://www.anconaschool.org)

### **THE AVERY COONLEY SCHOOL**

1400 Maple Avenue  
Downers Grove, IL 60515-4849  
(630) 969-0800 x7213  
[admission@averycoonley.org](mailto:admission@averycoonley.org)  
[www.averycoonley.org](http://www.averycoonley.org)

### **BAKER DEMONSTRATION SCHOOL**

201 Sheridan Road  
Wilmette, IL 60091-3452  
(847) 425-5800  
[admissions@bakerdemschool.org](mailto:admissions@bakerdemschool.org)  
[www.bakerdemschool.org](http://www.bakerdemschool.org)

### **BEACON ACADEMY**

1574 Sherman Avenue  
Evanston, IL 60201-4422  
(224) 999-1177  
[admissions@beaconacademyil.org](mailto:admissions@beaconacademyil.org)  
[www.beaconacademyil.org](http://www.beaconacademyil.org)

### **BERNARD ZELL ANSHE EMET DAY SCHOOL**

3751 N. Broadway Street  
Chicago, IL 60613-4104  
(773) 572-1236  
[admissions@bernardzell.org](mailto:admissions@bernardzell.org)  
[www.bernardzell.org](http://www.bernardzell.org)

### **BRICKTON MONTESSORI SCHOOL**

8622 W. Catalpa Avenue  
Chicago, IL 60656-1116  
(773) 714-0646  
[info@brickton.org](mailto:info@brickton.org)  
[www.brickton.org](http://www.brickton.org)

### **CATHERINE COOK SCHOOL**

226 W. Schiller Street  
Chicago, IL 60610-1808  
(312) 266-3381  
[admission@ccookschool.org](mailto:admission@ccookschool.org)  
[www.catherinecookschooll.org](http://www.catherinecookschooll.org)

### **CHIARAVALLE MONTESSORI SCHOOL**

425 Dempster Street  
Evanston, IL 60201-4706  
(847) 864-2190  
[admission@chiaravalle.org](mailto:admission@chiaravalle.org)  
[www.chiaravalle.org](http://www.chiaravalle.org)

### **CHICAGO ACADEMY FOR THE ARTS**

1010 W. Chicago Avenue  
Chicago, IL 60642-5414  
(312) 421-0202  
[aavery@chicagoartsacademy.org](mailto:aavery@chicagoartsacademy.org)  
[www.chicagoacademyforthearts.org](http://www.chicagoacademyforthearts.org)

### **CHICAGO CITY DAY SCHOOL**

541 W. Hawthorne Place  
Chicago, IL 60657-2922  
(773) 327-0900  
[admissions@chicagocitydayschool.org](mailto:admissions@chicagocitydayschool.org)  
[www.chicagocitydayschool.org](http://www.chicagocitydayschool.org)

### **CHICAGO FRIENDS SCHOOL**

1246 W. Thorndale Avenue  
Chicago, IL 60660-3348  
(773) 442-2371  
[info@chicagofriendsschool.org](mailto:info@chicagofriendsschool.org)  
[www.chicagofriendsschool.org](http://www.chicagofriendsschool.org)

### **CHICAGO JEWISH DAY SCHOOL**

3730 N. California Avenue  
Chicago, IL 60618-3604  
(773) 271-2700  
[cstarkcope@chicagojewishdayschool.org](mailto:cstarkcope@chicagojewishdayschool.org)  
[www.chicagojewishdayschool.org](http://www.chicagojewishdayschool.org)

### **CHICAGO WALDORF SCHOOL**

5200 N. Ashland Avenue  
Chicago, IL 60640-2032  
(773) 465-2662  
[enrollment@chicagowaldorf.org](mailto:enrollment@chicagowaldorf.org)  
[www.chicagowaldorf.org](http://www.chicagowaldorf.org)

### **COUNTRYSIDE DAY SCHOOL**

1985 Pfingsten Road  
Northbrook, IL 60062-5853  
(847) 498-1105  
[info@countysideday.org](mailto:info@countysideday.org)  
[www.countrysideday.org](http://www.countrysideday.org)

### **ELGIN ACADEMY**

350 Park Street  
Elgin, IL 60120-4455  
(847) 695-0303  
[admissions@elginacademy.org](mailto:admissions@elginacademy.org)  
[www.elginacademy.org](http://www.elginacademy.org)

**FOREST RIDGE ACADEMY**  
7300 Forest Ridge Drive  
Schererville, IN 43675-3350  
(219) 756-7300  
tpanos@fra.edu  
www.fra.edu

**FRANCES XAVIER WARDE SCHOOL**  
751 N. State Street  
Chicago, IL 60654-2558  
(312) 268-2543  
admissions@fxw.org  
www.fxw.org

**FRANCIS W. PARKER SCHOOL**  
330 W. Webster Avenue  
Chicago, IL 60614-3820  
(773) 797-5107  
admission@fwparker.org  
www.fwparker.org

**HYDE PARK DAY SCHOOL**  
**Chicago Campus**  
6254 S. Ellis Avenue  
(773) 420-2550  
**Northfield Campus**  
1980 Old Willow Road  
(847) 446-7025  
**Lemont Campus**  
13860 Main Street  
(630) 296-1229  
admissions@hydeparkday.org  
www.hydeparkday.org

**LAKE FOREST ACADEMY**  
1500 W. Kennedy Road  
Lake Forest, IL 60045-1047  
(847) 615-3267  
admissions@lfanet.org  
www.lfanet.org

**LAKE FOREST COUNTRY DAY SCHOOL**  
145 S. Green Bay Road  
Lake Forest, IL 60045-3053  
(847) 615-6151  
admission@lfcds.org  
www.lfcds.org

**LA LUMIERE SCHOOL**  
6801 N. Wilhelm Road  
La Porte, IN 46350-8627  
(219) 326-7450  
admissions@lalumiere.org  
www.lalumiere.org

**LATIN SCHOOL OF CHICAGO**  
59 W. North Boulevard  
Chicago, IL 60610-1492  
(312) 582-6060  
admissions@latinschool.org  
www.latinschool.org

**LYCÉE FRANÇAIS DE CHICAGO**  
1929 W. Wilson Avenue  
Chicago, IL 60640-5208  
(773) 665-0066  
admissions@lyceechicago.org  
www.lyceechicago.org

**MORGAN PARK ACADEMY**  
2153 W. 111th Street  
Chicago, IL 60643-3917  
(773) 881-6700  
admissions@morganparkacademy.org  
www.morganparkacademy.org

**NEAR NORTH MONTESSORI SCHOOL**  
1434 W. Division Street  
Chicago, IL 60642-3778  
(773) 384-1434  
admissions@nnms.org  
www.nnms.org

**NORTH PARK ELEMENTARY SCHOOL**  
2017 W. Montrose Avenue  
Chicago, IL 60618-1713  
(773) 327-3144  
npesadmissions@npeschool.org  
www.npeschool.org

**NORTH SHORE COUNTRY DAY**  
310 Green Bay Road  
Winnetka, IL 60093-4094  
(847) 441-3313  
admissions@nscds.org  
www.nscds.org

**QUEST ACADEMY**  
500 N. Benton Street  
Palatine, IL 60067-3564  
(847) 202-8035  
admission@questacademy.org  
www.questacademy.org

**ROCHELLE ZELL JEWISH HIGH SCHOOL**  
1095 Lake Cook Road  
Deerfield, IL 60015-5221  
(847) 470-6700  
admissions@rzjhs.org  
www.rzjhs.org

**ROGERS PARK MONTESSORI SCHOOL**  
1800 W. Balmoral Avenue  
Chicago, IL 60640-1002  
(773) 271-1700  
admissions@rpms.org  
www.rpms.org

**ROYCEMORE SCHOOL**  
1200 Davis Street  
Evanston, IL 60201-2467  
(847) 866-6055  
admissions@roycemoreschool.org  
www.roycemoreschool.org

**SACRED HEART SCHOOLS:  
THE ACADEMY FOR GIRLS AND  
HARDEY PREPARATORY FOR BOYS**

6250 N. Sheridan Road  
Chicago, IL 60660-1730  
(773) 681-8494  
admissions@shschicago.org  
www.shschicago.org

**SCIENCE & ARTS ACADEMY**

1825 Miner Street  
Des Plaines, IL 60016-4778  
(847) 827-7880  
mhildebrandt@scienceandartsacademy.org  
www.scienceandartsacademy.org

**SOLOMON SCHECHTER DAY SCHOOL  
OF METROPOLITAN CHICAGO**

3210 Dundee Road  
Northbrook IL 60062-2341  
(847) 498-2100  
admissions@schechter.org  
www.schechter.org

**UNIVERSITY OF CHICAGO  
LABORATORY SCHOOLS**

1362 E. 59th Street  
Chicago, IL 60637-1793  
(773) 702-9451  
admissions@ucls.uchicago.edu  
www.ucls.uchicago.edu

**WOLCOTT COLLEGE PREP**

524 N. Wolcott Avenue  
Chicago, IL 60622-6256  
(312) 610-4900  
rspiro@wolcottschool.org  
www.wolcottschool.org

**WOODLANDS ACADEMY OF THE SACRED HEART**

760 East Westleigh Road  
Lake Forest, IL 60045-3263  
(847) 234-4300 x250  
admissions@woodlandsacademy.org  
www.woodlandsacademy.org