

Common Recommendation Form

Grades 6–12

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.

MATH 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 _____

Are the mathematics courses at your school sectioned according to ability? Yes No

If yes, please briefly explain how mathematics is sectioned at this grade level and note the section placement of the applicant.

How often and for how long does the class meet? _____

Title of text(s) used? _____

By June, we will have completed the following chapters:

What is the student's grade average? _____

Were the lessons supplemented by any of the following?

Computer exercises Math competition outside of school Other

What would be the next course recommended for this student? _____

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"/>	_____
Math competency	<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"/>	_____
Stays on task	<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? _____

To the best of your knowledge, if the student missed a problem, it would have been caused by:

- lack of effort misreading a question carelessness
- problem too difficult rarely an issue with this student other, please explain _____

How well does the student accept advice or criticism? _____

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

Does the student attend class regularly? Yes No Is there a problem with tardiness? Yes No If so, please explain.

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?

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

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.

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

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

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

1. _____ 2. _____ 3. _____

Please explain.

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.

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.

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

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

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

ALCUIN MONTESSORI SCHOOL

324 N. Oak Park Avenue
Oak Park, IL 60302-2121
(708) 366-1882 x313
avalera@alcuin.org
www.alcuin.org

THE ANCONA SCHOOL

4770 S. Dorchester Avenue
Chicago, IL 60615-2023
(773) 924-2356
admissions@anconaschool.org
www.anconaschool.org

THE AVERY COONLEY SCHOOL

1400 Maple Avenue
Downers Grove, IL 60515-4849
(630) 969-0800 x7213
admission@averycoonley.org
www.averycoonley.org

BAKER DEMONSTRATION SCHOOL

201 Sheridan Road
Wilmette, IL 60091-3452
(847) 425-5800
admissions@bakerdemschool.org
www.bakerdemschool.org

BEACON ACADEMY

1574 Sherman Avenue
Evanston, IL 60201-4422
(224) 999-1177
admissions@beaconacademyil.org
www.beaconacademyil.org

BERNARD ZELL ANSHE EMET DAY SCHOOL

3751 N. Broadway Street
Chicago, IL 60613-4104
(773) 572-1236
admissions@bernardzell.org
www.bernardzell.org

BRICKTON MONTESSORI SCHOOL

8622 W. Catalpa Avenue
Chicago, IL 60656-1116
(773) 714-0646
info@brickton.org
www.brickton.org

CATHERINE COOK SCHOOL

226 W. Schiller Street
Chicago, IL 60610-1808
(312) 266-3381
admission@ccookschool.org
www.catherinecookschooll.org

CHIARAVALLE MONTESSORI SCHOOL

425 Dempster Street
Evanston, IL 60201-4706
(847) 864-2190
admission@chiaravalle.org
www.chiaravalle.org

CHICAGO ACADEMY FOR THE ARTS

1010 W. Chicago Avenue
Chicago, IL 60642-5414
(312) 421-0202
aavery@chicagoartsacademy.org
www.chicagoacademyforthearts.org

CHICAGO CITY DAY SCHOOL

541 W. Hawthorne Place
Chicago, IL 60657-2922
(773) 327-0900
admissions@chicagocitydayschool.org
www.chicagocitydayschool.org

CHICAGO FRIENDS SCHOOL

1246 W. Thorndale Avenue
Chicago, IL 60660-3348
(773) 442-2371
info@chicagofriendsschool.org
www.chicagofriendsschool.org

CHICAGO JEWISH DAY SCHOOL

3730 N. California Avenue
Chicago, IL 60618-3604
(773) 271-2700
cstarkcope@chicagojewishdayschool.org
www.chicagojewishdayschool.org

CHICAGO WALDORF SCHOOL

5200 N. Ashland Avenue
Chicago, IL 60640-2032
(773) 465-2662
enrollment@chicagowaldorf.org
www.chicagowaldorf.org

COUNTRYSIDE DAY SCHOOL

1985 Pfingsten Road
Northbrook, IL 60062-5853
(847) 498-1105
info@countysideday.org
www.countrysideday.org

ELGIN ACADEMY

350 Park Street
Elgin, IL 60120-4455
(847) 695-0303
admissions@elginacademy.org
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