Baltimore Independent School Council Common Referral Form (Pre-K-Grade 1)

Please do not complete this form before November 15. Return form by January 15.

The AIMS member schools abide by the policy that all information provided on the Common Referral Form will be held in the strictest confidence and will not, directly or indirectly, be shared with students, parents, or guardians.

Child's name _____ School _____ Applying to grade: _____
last first middle

To the parent/guardian: Print the above information and read and sign the statement below. Give this form to the child's teacher(s) with a stamped envelope addressed to the school(s) to which your child is applying.

For the child named above, I give permission for you to release the information on this form to the school(s) to which I am applying and understand that I will not have access to this confidential information. In addition, I permit my child's current school staff to speak with any inquiring admission staff. All communication between schools will remain confidential and I will not have access to the content of any conversation.

Name of parent/guardian (please print) _____ Date _____

Signature of parent/guardian _____

To the teacher: It is only necessary to complete this form once. Consult with the child's parent/guardian regarding the school(s) to which the family is applying. Please photocopy this completed form and send it directly to the school(s); file the original for your records. We sincerely appreciate your cooperation in helping to evaluate this applicant and assure you that this information will be held in confidence.

How long have you known this child? _____ Is English child's primary language? _____ Language (if not English) _____

Length of school day _____ Number of days per week _____ Number of children in class _____

What three words come to mind when describing this child?

_____ / _____ / _____

For each item in the tables below, please check the most developmentally age-appropriate description of this child.

Pre-academic Characteristics	Not Evident	Emerging	Age Appropriate	Advanced
Fine motor coordination (lacing, puzzles, etc.)				
Uses appropriate pencil grip				
Draws with details				
Works with manipulatives				
Speech is clear and understandable				
Vocabulary				
Ability to stay on discussion topic				
Tells story events in sequence (memory)				
Asks questions to extend understanding				
Sound-symbol correspondence				
Recognizes letters: upper case				
lower case				
Recognizes numerals				
Recognizes shapes				
Transitions easily				
Listens to directions				
Follows directions and completes tasks				
Attention span for teacher led activity				
Ability to work independently				
Ability to focus and contribute in: large group				
small group				

Hand Dominance: ☐ Right ☐ Left ☐ Not Established

Comments: _____

_____

Personal Characteristics	Not Evident	Emerging	Age Appropriate	Advanced
Self-help skills (clothes, bathroom, lunch, etc.)				
Self Motivation				
Demonstrates self-esteem				
Acceptance of Limits				
Sense of humor				
Curiosity				
Attention span / self-chosen activity				

Usually takes role of: ☐ Leader ☐ Follower ☐ Varies

Comments: _____

_____

For each item in the tables below, please check the most developmentally age-appropriate description of this child.

Social & Physical Development	Not Evident	Emerging	Age Appropriate	Advanced
Separation from parents/guardians/caregivers				
Interaction with parents/guardians				
Ability to share and work cooperatively				
Ability to wait turn				
Cooperative attitude				
Resolves conflict: verbally				
Respect for own property				
Respect for others' property				
Accepts responsibility for actions				
Uses language to problem solve				
Demonstrates self-control				
Integrity/trustworthiness				
Interaction with peers				
Interaction with teachers				
Participates in physical group activities				
Gross motor development				
Body and space awareness				
Balance, gait, fluidity, smoothness of movement				
Successfully transitions between activities				

Usually chooses: ☐ Large group ☐ Small group ☐ Alone

Comments: _____

Family Information	Did Not Observe	Rarely	Sometimes	Usually	Consistently
Has realistic expectations of child					
Follows through with school recommendations					
Participates in school activities					
Cooperates with classroom teachers					
Cooperates with school administration					
Is punctual with drop-off & pick-up procedures					

Comments: _____

_____

What are this child's strengths/gifts? _____

_____

What are this child's challenges? _____

_____

Describe this child's approach to learning (hands on, visual, kinetic, auditory, logical) and/or what kind of classroom environment would be a good match for this child. _____

_____

Child's enrollment period at your school:

☐ Family has met all financial obligations with the school.

Start Date Month: _____ Year: _____ **End Date** Month: _____ Year: _____.

SPECIFIC RECOMMENDATION:

☐ Recommended ☐ Recommended with reservations (*please explain below*) ☐ Prefer not to make a recommendation (*please explain below*)

_____

_____

☐ **Check here if any information pertaining to this child/family would be better communicated by phone. Please feel free to add further narrative on additional page(s) if desired.**

Form completed by (print name) _____ Position _____ Date _____

Your signature _____ Email _____

Director/Principal's Name _____ Director/Principal's Phone _____

Many AIMS schools will not enroll a student until the family has met all financial obligations to the School previously attended by the student.