



ISAAGNY Form Instruction Sheet

We greatly appreciate your taking the time to complete this form, as it provides an additional way of getting to know the student. We will review your input with the understanding that students are constantly changing and developing.

As you complete the form, please consider:

- We're looking for a candid assessment of the student's ongoing development, strengths, and areas with room for improvement.
- Your assessment should be based on who they are in your class this year. If you cannot speak to the student's current performance or are not currently teaching the student, you are likely not the appropriate person to be completing the form (the exception is those filling out the General Recommendation form for Middle/Upper School applicants).
- Please keep in mind the student's relative age within their class cohort.
- If you are unsure of the answer to a question, please indicate that and add more notes at the end of the section.
- The comment boxes are very helpful to admission offices. We would appreciate 3-4 sentences in each comment box, including specific examples.

CONFIDENTIALITY:

Preparers and recipients are expected to maintain the information in strict confidence. Preparers and recipients are prohibited from sharing this information with parents/guardians/students, and ISAAGNY does not provide this information to parents/guardians/students unless required by subpoena or court order.

HOW AND WHEN TO SUBMIT:

- All completed forms should be sent directly to the school(s) to which each student is applying. We suggest you do not submit prior to November 1, so that you have time to get to know the student before completing this form.
- You may receive multiple requests to complete this form, as each ISAAGNY school has its own application process and software.
- Do not send completed forms to ISAAGNY, as we do not process or forward paperwork.
- We recommend saving a copy of the completed forms, just in case of technological glitches.

Please note: Text fields have limited character space, and your text responses should fit within the space provided. Copied and pasted text extending beyond the text box will require editing to fit within the text field provided.



CONFIDENTIAL School Administrator Form
2026-27

This form should be filled out and submitted by the student's guidance placement counselor, principal, or another school administrator who is not the student's classroom teacher.

Student's Name: _____ Applying for Grade: _____

Birthdate: _____ Current School: _____

Evaluator's Name, Title, Email, Phone:

How long have you known this student? _____

In what ways do you know this student? _____

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

The student's greatest strength is: _____

An area of growth for this student is: _____

Has the student been found responsible for academic or behavioral misconduct?	Yes	No
If yes, please explain.		

Please describe the classroom environment in which the student does their best work (consider structure, pace, peer interaction, and teaching style).

To the best of your ability, please rate the student in each of the following areas:					
	No Basis for Assessment	Below Expectations	Meets Expectations	Exceeds Expectations	Truly Outstanding (Top Few)
Overall academic achievement					
Integrity with peers/ teachers					
Kindness					
Social relationships with peers					
Interactions with adults					
Independence					
Perseverance					
Task Initiation					
Participation in school life					
Leadership in school life					
Attendance					
Punctuality					
Parent participation in child's education					
Parent cooperation					
Parent expectations					

Overall, I recommend this individual:				
	With Reservation	Fairly Strongly	Strongly	With Great Enthusiasm
As a student				
As a person				



Please share anything else about the student you feel would be important for us to know. You may also describe extenuating circumstances related to any of the aforementioned areas above. We appreciate your thoughtful responses and will be sure to take all aspects of the student's profile into consideration.
(1100 character limit)

Best number to call should the Admissions Office(s) have questions: _____

Teacher's Signature: _____ Date: _____