The recommendation forms are confidential. After completing please send directly to Campbell Hall no later than **January 15, 2021.**

**Please complete this form after December 1, 2020, but no later than January 15, 2021.**

Recommendation forms can be submitted by email or fax to the Campbell Hall Admissions Office by:

- **Email:** admissionsdocs@campbellhall.org
- **Fax:** 818.505.5341
ADMINISTRATOR RECOMMENDATION FORM

GRADERS 1-6

CONFIDENTIAL

Please email or fax directly to Campbell Hall no later than January 15, 2021.

TO THE PARENT/GUARDIAN

Please complete the following information before giving it to your child’s school administrator.

Name of Applicant: __________________________________________ Applicant for: ______ Grade in September 2021

Parent/Guardian Authorization Signature: __________________________________________ Date: __________________

For the student named above, I waive my rights to read the Administration Recommendation.

Campbell Hall is an Episcopal, K-12, coeducational, college preparatory school, seeking students who demonstrate potential for success in a challenging academic program. Other important considerations of the Admissions Committee are the student’s eagerness to contribute special talents and to participate in the numerous extracurricular opportunities of the Campbell Hall school community. The school seeks students from a variety of ethnic and religious backgrounds.

TO THE HEAD OF SCHOOL OR PRINCIPAL

Name of person completing this form: __________________________________________

Title: ______________________________________________________________________ Current School: ______________________________________________________________________

Email: ______________________________________________________________________ Phone Number: ______________________________________________________________________

How long have you known the applicant and in what capacity?

Has this student ever been subject to any serious disciplinary action, suspension, or expulsion from school?

☐ No  ☐ Yes – If yes, please explain.

Summary Appraisal of Student

In the attached letter, please write a summary appraisal of the candidate, assessing his/her personal and academic qualities and potential. We are interested in evidence about the strengths and weaknesses, values, relative maturity of the candidate, interests, and any talent or special quality s/he possesses. We would also like to know about any circumstances that interfered with his/her achievement and growth, any disciplinary action that may have been taken, or any explanation of absences greater than 10 days in an academic year. Please explain the ways in which the family supports their child and the policies of your school. Be assured that we do read every word you write and find your input invaluable in our evaluations.

Campbell Hall admits students of any religion, race, sexual orientation, gender identity and expression, national or ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of any of the aforementioned facets of diversity or any other legally protected status in administration of its educational policies, admission policies, financial aid and loan programs, and athletic and other school-administered programs.
Name of Applicant

Student’s Academic and Social-Emotional Attributes
Please check the appropriate rating:

1. Academic achievement
   - outstanding
   - good
   - average
   - below expectations

2. Conduct
   - good conduct
   - usually good behavior
   - occasional misconduct
   - poor

3. Integrity
   - highly developed
   - trustworthy
   - usually trustworthy
   - questionable

4. Consideration of others
   - extremely thoughtful
   - considerate
   - usually considerate
   - rarely considerate

5. Social adjustment with peers
   - healthy relationships
   - usually relates well
   - has occasional problems
   - relates poorly

6. Stability
   - stable
   - handles most situations
   - seeks much attention
   - easily frustrated

Family Information
Please check the appropriate rating:

1. Appropriate communication with school
   - always
   - usually
   - sometimes
   - rarely

2. Attendance at school functions
   - always
   - usually
   - sometimes
   - rarely

3. Cooperation with school rules
   - always
   - usually
   - sometimes
   - rarely

4. Cooperation with faculty/administration
   - always
   - usually
   - sometimes
   - rarely

5. Fulfillment of financial responsibilities in a timely fashion
   - always
   - usually
   - sometimes
   - n/a

6. Participation in school community
   - very helpful
   - when given opportunity
   - on occasion
   - seldom

7. Participation in child’s education
   - appropriately involved
   - occasionally involved
   - overly involved
   - rarely involved

8. Parent/Guardian expectations for student
   - realistic
   - unrealistic
   - unknown
   - other

I recommend this applicant for admission:

For academic promise
   - Enthusiastically
   - Strongly
   - Fairly Strongly
   - Without Enthusiasm
   - Not Recommended

For character
   - Enthusiastically
   - Strongly
   - Fairly Strongly
   - Without Enthusiasm
   - Not Recommended

Overall recommendation
   - Enthusiastically
   - Strongly
   - Fairly Strongly
   - Without Enthusiasm
   - Not Recommended

Please SIGN below and send directly to Campbell Hall no later than January 15, 2021. Email or fax to: Campbell Hall Admissions Office
Email: admissionsdocs@campbellhall.org
Fax: 818.505.5341

Administrator’s Signature Date