



Application for Enrollment
Part Two
Confidential recommendation and request for
school records

This form is for students applying to Secondary School (IBMYP1 (Age 11) - IBDP2 (Age 18))

To parent/guardian: Please fill out section A and give it to the child's school to complete and endorse with school stamps.

Section A

Name of student Date of birth.....

I hereby authorize to release my child's school records.

Signed (parent or guardian) Date.....

Section B

To the Teacher, Counsellor, or Director: We appreciate your cooperation in providing us with school records and a confidential recommendation for the above named student. Please forward school records or transcripts of evaluations and grades. If the student left before the end of term, please include grades/evaluations up to the time of withdrawal.

Please include the following items with this recommendation:

- School records/transcripts for the last two years
- Credit awarded, if appropriate
- Copies of any standardized test results
- School profile, information on grading system
- Any other information you consider may be helpful

Approaches to Learning

	Improvement needed	Satisfactory	Good	Excellent	Not Applicable
Attends class punctually and ready to work					
Works cooperatively					
Works independently					
Participates in classroom activities and discussions					
Actively listens in class					
Organizes time effectively					
Completes assignments on time					
Concentrates					
Seeks help when necessary					
Demonstrates effort					

Personal Characteristics

	Improvement needed	Satisfactory	Good	Excellent	Not Applicable
Motivation					
Conduct					
Self Confidence					
Independence					
Leadership					
Response to Criticism					
Concern for others					
Respect for individual differences					
Responsibility					
Relationship with peers					
Relationship with adults					
Emotional maturity					

Please note any academic, personal and/or behavioural concerns you have about the student:.....
.....
.....
.....
.....

Has the student ever received or been recommended for extra support? If yes, please explain:

Has the child ever received: Psychological assessment Yes No Physical Therapy Yes No
Occupational Therapy Yes No Speech and Language Therapy Yes No

If you have answered yes to any of the above, please include reports of testing and/or therapy, as well as any recent Individual Educational Plans (IEPs).

Has the student ever received any serious disciplinary sanctions? Yes No

If yes, please explain:.....
.....
.....

Please describe the student's particular academic and personal strengths:.....
.....
.....
.....

How has the student made a significant contribution to your (school) community?.....
.....
.....
.....

Recommendation

I recommend this applicant for admission (please circle)

Enthusiastically Strongly With reservation Not at all

Name Job Title.....

E-mail Telephone.....

Signature Date.....

Thank you for completing this confidential recommendation.

Please return this application to: