

CONFIDENTIAL TEACHER RECOMMENDATION FORM FOR GRADES 2 THROUGH 5

Student's Name: _____ Applicant for Grade: _____

Homeroom Teacher/Advisor's Name: _____ Date: _____ Telephone: _____

School: _____ School Address: _____

Please enclose report cards/transcripts covering the past years and the first grading period (quarter or trimester) of this year as well as at least one set of standardized test scores.

How long have you known this student? _____

What subjects have you taught this student? _____

Have you known this student in any capacity outside of the classroom? If so, please describe. _____

What are the first words that come to mind to describe this candidate? _____

To help us compile a profile of this student, please check the following categories, adding comments wherever possible.

Comments

Sense of Responsibility	is responsible	is usually responsible	is sometimes responsible	is rarely responsible	
Consideration for others	is very considerate	is usually considerate	is considerate	is unkind	
Peer Relationships	enjoys good relationships	has satisfactory relationships	has occasional problems	relates poorly	
Leadership Skills	excellent skills	exhibits good skills	exhibits average skills	exhibits poor skills	
Emotional Maturity	is very mature	is of average maturity	is somewhat mature	is very immature	
Self-confidence	has a healthy self-image	needs some support	seems overly confident	has a poor self-image	
Sense of Humor	is highly developed	is good	is fair	is poorly developed	
Self-control	exhibits good control	usually exhibits good control	misbehaves occasionally	is disruptive frequently	
Relationship with Adults	is comfortable	is uneasy	is dependent	is uncooperative	

	Excellent	Good	Fair	Poor	Comments
Study Habits					
Self-Motivation					
Organization of Time & Work					
Intellectual Curiosity					
Attention Span					
Ability to Express Ideas Orally					
Ability to Follow Directions					
Ability to Work in a Group					
Ability to Work Independently					
Perseverance					
Academic Promise					
Academic Achievement					
Reads for Pleasure	Frequently	Occasionally	Seldom		

Analysis of Performance

Mathematics

Surpasses

Meets Expectations at this level

Falls Below

Basic Operations-if applicable			
Addition	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Subtraction	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Multiplication	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Division	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Solving Word Problems	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Math Concepts			
Place Value	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Rounding Numbers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Writing Numbers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Order of Operation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fractions			
Adding Fractions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Adding Mixed Numbers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Subtracting Fractions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Different Denominators	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Multiplying Fractions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dividing Fractions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Analysis of Performance
cont'd

LANGUAGE ARTS

	Surpasses	Meets Expectations at this level	Falls Below
Basic Skills			
Vocabulary	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Grammar/Usage	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Punctuation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Spelling	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Syntax	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Composition Skills			
Organization	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Clarity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Originality	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Content	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reading			
Comprehension	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Powers of Analysis	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
General			
Class Participation Frequency	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Quality of Participation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Quality of Assignment Preparation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Academic Responsibility	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
General Progress	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Please answer the following questions, using separate paper if necessary.

In what, if any, subject areas does this student show particular strength?

In what, if any, subject areas does this student need special support or help?

☐ upper

This student's work level is about the ☐ middle third of the class.

☐ lower

Has this student displayed any notable interests or talents?

Please comment on this student's creativity.

Are there any concerns about attendance or promptness?

Please characterize the parental cooperation and involvement.

Is there any other information about this student or the family which would be helpful for us to know (new baby, move, divorce/separation)?

These comments will be very helpful to us in deciding if our school will be able to meet this student's needs; we thank you for taking the time to aid us in understanding the candidate better. All information will be considered confidential.

Please submit completed form to:
LEMAN MANHATTAN PREPARATORY SCHOOL
LOWER SCHOOL
ADMISSIONS OFFICE

41 BROAD STREET, NEW YORK, NY 10004

PHONE: 212-232-0266

FAX: 212-813-3216

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