



# SOUTHWESTERN ACADEMY

2800 Monterey Road • San Marino, California 91108 • Phone: 626-799-5010 • Fax 626-799-0407  
E-Mail: [Admissions@SouthwesternAcademy.edu](mailto:Admissions@SouthwesternAcademy.edu) • Website: [www.SouthwesternAcademy.edu](http://www.SouthwesternAcademy.edu)

## PRINCIPAL/HEADMASTER/COUNSELOR RECOMMENDATION

### To the Applicant:

Please type or print your name in the space below and then give this form, along with an addressed, stamped envelope to your current Principal, Headmaster or Counselor.

Name of student \_\_\_\_\_ Signature of student \_\_\_\_\_ Applying to grade \_\_\_\_\_ Date \_\_\_\_\_

### To the Parent/Legal Guardian:

Please read and sign the statement below.

I acknowledge that I waive my right to read the confidential teacher recommendation and the school report for the student listed above.

Name of parent/legal guardian \_\_\_\_\_ Signature of parent/legal guardian \_\_\_\_\_ Date \_\_\_\_\_

Phone number \_\_\_\_\_ E-mail address \_\_\_\_\_

### To the Principal/Headmaster/Counselor:

This recommendation will remain confidential for admissions purposes only and will not become part of the student's permanent record. When you have completed it, please send it to the address listed above. Be sure the parent/legal guardian has signed the form in the space above. Feel free to use additional sheets, if necessary. Thank you for your cooperation and candor.

How long have you known the student academically? \_\_\_\_\_ As a person? \_\_\_\_\_

*Please submit these materials along with your recommendation:*

Recent teacher reports, if any       Standardized test scores       A school profile, if available

Final or mid-semester grades for current term (must be included)       Grades since the 6<sup>th</sup> grade, if available

In what month does the school year begin? \_\_\_\_\_ End? \_\_\_\_\_

School offers grade levels: \_\_\_\_\_ to \_\_\_\_\_. Number of students in the entire school: \_\_\_\_\_

Please explain your school's grading system. What is the passing mark? \_\_\_\_\_ Honors mark? \_\_\_\_\_

What percentage of your students receive which grades? \_\_\_\_\_

Are students placed in sections according to ability?  Yes  No If yes, please tell us in which level the student is placed for each subject. \_\_\_\_\_

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

1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_

If the student's attendance record is not listed on the transcript, please indicate the number of days he/she has been absent or tardy each year while at your school. \_\_\_\_\_

If the student is not, or has not been, in good academic standing, please explain. \_\_\_\_\_

# PRINCIPAL/HEADMASTER/COUNSELOR RECOMMENDATION (cont.)

Has the student ever been dismissed, suspended, on probation, or received other serious disciplinary sanction?  Yes  No

Has he/she withdrawn from school voluntarily for an extended period of time for reasons other than health?  Yes  No

*\*\*If the answer to either or both of these questions is yes, please provide a full explanation on a separate piece of paper.\*\**

Please place check marks at the points that represent your evaluation of the student in comparison to other students in her or her age group whom you have taught. If you have no fair basis for judgment, do not hesitate to say so.

	One of the top few I have ever encountered	Excellent (top 10% this year)	Very Good (above average)	Good (average)	Poor (below average)	No basis for judgment
Academic Potential						
Academic Achievement						
Intellectual Curiosity						
Effort/Determination						
Ability to Work Independently						
Organization						
Creativity						
Willingness to Take Intellectual Risks						
Concern for Others						
Honesty/Integrity						
Self-esteem						
Maturity (relative to age)						
Responsibility						
Respect Accorded by Faculty						
Respect Accorded by Peers						
Emotional Stability						
Overall Evaluation as a Person						
Overall Evaluation as a Student						

Is this student relatively weak or strong in any areas listed above? Please describe. \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Please comment on this student's character, citizenship, and contributions to your school community. \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Please add any additional information that will give us a more complete picture of the student. \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

*Thank you for taking your valuable time to complete this evaluation. Your comments are an important part of the student's application.*

\_\_\_\_\_  
 Name (please print) Signature Date

\_\_\_\_\_  
 Title School Phone Number E-mail Address

\_\_\_\_\_  
 School Mailing Address City State/Province Country Zip/Postal Code

If more convenient than mailing this sheet, please feel free to scan/send to:  
[Admissions@SouthwesternAcademy.edu](mailto:Admissions@SouthwesternAcademy.edu)