

To be filled out by:  
 \_\_\_ Teacher of: \_\_\_\_\_  
 \_\_\_ English Teacher  
 \_\_\_ Math Teacher

**Teacher Recommendation  
 Confidential**

The following schools have agreed to use this common evaluation form for students applying to Richmond area independent schools: Benedictine, Collegiate, St. Christopher's, Trinity, Saint Gertrude and Steward. We hope the use of this form will reduce the workload of teachers by having them complete only one form per student to provide us with the necessary information to make informed admission decisions.

Your candid assessment of this student will have a bearing on our admission decision, and your insights will remain confidential. Thank you for your thoughtful consideration and comments.

Application to: \_\_\_\_\_ For Grade: \_\_\_\_\_ 20

Student's Name: \_\_\_\_\_ Current Grade: \_\_\_\_\_ Number of students in the grade/class: \_\_\_\_\_

What are the first words that come to mind to best describe this student?  
 \_\_\_\_\_  
 \_\_\_\_\_

What is your relationship? \_\_\_\_\_ How long have you known him/her?  
 (E.g. English teacher) (Months/years)

Does your school place students into sections according to ability?  Yes  No. If yes, what is the name/level of the course and text book, that the student is currently enrolled?  
 \_\_\_\_\_

**Personal Evaluation:**

|                                |                                      |                               |                                  |                                        |                               |                              |
|--------------------------------|--------------------------------------|-------------------------------|----------------------------------|----------------------------------------|-------------------------------|------------------------------|
| Integrity                      | <input type="checkbox"/> Outstanding | <input type="checkbox"/> Good | <input type="checkbox"/> Average | <input type="checkbox"/> Below Average | <input type="checkbox"/> Poor | <input type="checkbox"/> N/A |
| Conduct                        | <input type="checkbox"/> Outstanding | <input type="checkbox"/> Good | <input type="checkbox"/> Average | <input type="checkbox"/> Below Average | <input type="checkbox"/> Poor | <input type="checkbox"/> N/A |
| Concern/Respect for Others     | <input type="checkbox"/> Outstanding | <input type="checkbox"/> Good | <input type="checkbox"/> Average | <input type="checkbox"/> Below Average | <input type="checkbox"/> Poor | <input type="checkbox"/> N/A |
| Relationships with Peers       | <input type="checkbox"/> Outstanding | <input type="checkbox"/> Good | <input type="checkbox"/> Average | <input type="checkbox"/> Below Average | <input type="checkbox"/> Poor | <input type="checkbox"/> N/A |
| Relationships with Adults      | <input type="checkbox"/> Outstanding | <input type="checkbox"/> Good | <input type="checkbox"/> Average | <input type="checkbox"/> Below Average | <input type="checkbox"/> Poor | <input type="checkbox"/> N/A |
| Maturity of Judgment           | <input type="checkbox"/> Outstanding | <input type="checkbox"/> Good | <input type="checkbox"/> Average | <input type="checkbox"/> Below Average | <input type="checkbox"/> Poor | <input type="checkbox"/> N/A |
| Self-confidence                | <input type="checkbox"/> Outstanding | <input type="checkbox"/> Good | <input type="checkbox"/> Average | <input type="checkbox"/> Below Average | <input type="checkbox"/> Poor | <input type="checkbox"/> N/A |
| Responsibility/Dependability   | <input type="checkbox"/> Outstanding | <input type="checkbox"/> Good | <input type="checkbox"/> Average | <input type="checkbox"/> Below Average | <input type="checkbox"/> Poor | <input type="checkbox"/> N/A |
| Ability to Lead Constructively | <input type="checkbox"/> Outstanding | <input type="checkbox"/> Good | <input type="checkbox"/> Average | <input type="checkbox"/> Below Average | <input type="checkbox"/> Poor | <input type="checkbox"/> N/A |
| Sense of Humor                 | <input type="checkbox"/> Outstanding | <input type="checkbox"/> Good | <input type="checkbox"/> Average | <input type="checkbox"/> Below Average | <input type="checkbox"/> Poor | <input type="checkbox"/> N/A |
| Emotional Maturity             | <input type="checkbox"/> Outstanding | <input type="checkbox"/> Good | <input type="checkbox"/> Average | <input type="checkbox"/> Below Average | <input type="checkbox"/> Poor | <input type="checkbox"/> N/A |

Please comment on any below average – poor ratings:  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**I. Academic Evaluation - Qualities of Mind:**

|                                    |                                      |                                  |                                     |                                        |                               |                              |
|------------------------------------|--------------------------------------|----------------------------------|-------------------------------------|----------------------------------------|-------------------------------|------------------------------|
| Academic Potential                 | <input type="checkbox"/> Outstanding | <input type="checkbox"/> Good    | <input type="checkbox"/> Average    | <input type="checkbox"/> Below Average | <input type="checkbox"/> Poor | <input type="checkbox"/> N/A |
| Academic Achievement               | <input type="checkbox"/> Outstanding | <input type="checkbox"/> Good    | <input type="checkbox"/> Average    | <input type="checkbox"/> Below Average | <input type="checkbox"/> Poor | <input type="checkbox"/> N/A |
| Intellectual Curiosity             | <input type="checkbox"/> Outstanding | <input type="checkbox"/> Good    | <input type="checkbox"/> Average    | <input type="checkbox"/> Below Average | <input type="checkbox"/> Poor | <input type="checkbox"/> N/A |
| Originality/Creativity             | <input type="checkbox"/> Outstanding | <input type="checkbox"/> Good    | <input type="checkbox"/> Average    | <input type="checkbox"/> Below Average | <input type="checkbox"/> Poor | <input type="checkbox"/> N/A |
| Reasoning Ability                  | <input type="checkbox"/> Outstanding | <input type="checkbox"/> Good    | <input type="checkbox"/> Average    | <input type="checkbox"/> Below Average | <input type="checkbox"/> Poor | <input type="checkbox"/> N/A |
| Oral expression                    | <input type="checkbox"/> Outstanding | <input type="checkbox"/> Good    | <input type="checkbox"/> Average    | <input type="checkbox"/> Below Average | <input type="checkbox"/> Poor | <input type="checkbox"/> N/A |
| Reading Comprehension              | <input type="checkbox"/> Outstanding | <input type="checkbox"/> Good    | <input type="checkbox"/> Average    | <input type="checkbox"/> Below Average | <input type="checkbox"/> Poor | <input type="checkbox"/> N/A |
| Written expression                 | <input type="checkbox"/> Outstanding | <input type="checkbox"/> Good    | <input type="checkbox"/> Average    | <input type="checkbox"/> Below Average | <input type="checkbox"/> Poor | <input type="checkbox"/> N/A |
| Quantitative Skills (math teacher) | <input type="checkbox"/> Outstanding | <input type="checkbox"/> Good    | <input type="checkbox"/> Average    | <input type="checkbox"/> Below Average | <input type="checkbox"/> Poor | <input type="checkbox"/> N/A |
| Rank in your class                 | <input type="checkbox"/> Top 25%     | <input type="checkbox"/> Top 50% | <input type="checkbox"/> Bottom 50% | <input type="checkbox"/> Bottom 25%    | <input type="checkbox"/> N/A  |                              |

**Please comment on any below average – poor ratings:**

**II. Work Habits:**

|                                |                                      |                               |                                  |                                        |                               |                              |
|--------------------------------|--------------------------------------|-------------------------------|----------------------------------|----------------------------------------|-------------------------------|------------------------------|
| Motivation                     | <input type="checkbox"/> Outstanding | <input type="checkbox"/> Good | <input type="checkbox"/> Average | <input type="checkbox"/> Below Average | <input type="checkbox"/> Poor | <input type="checkbox"/> N/A |
| Organization                   | <input type="checkbox"/> Outstanding | <input type="checkbox"/> Good | <input type="checkbox"/> Average | <input type="checkbox"/> Below Average | <input type="checkbox"/> Poor | <input type="checkbox"/> N/A |
| Work Ethic                     | <input type="checkbox"/> Outstanding | <input type="checkbox"/> Good | <input type="checkbox"/> Average | <input type="checkbox"/> Below Average | <input type="checkbox"/> Poor | <input type="checkbox"/> N/A |
| Participation                  | <input type="checkbox"/> Outstanding | <input type="checkbox"/> Good | <input type="checkbox"/> Average | <input type="checkbox"/> Below Average | <input type="checkbox"/> Poor | <input type="checkbox"/> N/A |
| Study Habits                   | <input type="checkbox"/> Outstanding | <input type="checkbox"/> Good | <input type="checkbox"/> Average | <input type="checkbox"/> Below Average | <input type="checkbox"/> Poor | <input type="checkbox"/> N/A |
| Attentiveness                  | <input type="checkbox"/> Outstanding | <input type="checkbox"/> Good | <input type="checkbox"/> Average | <input type="checkbox"/> Below Average | <input type="checkbox"/> Poor | <input type="checkbox"/> N/A |
| Ability to work independently  | <input type="checkbox"/> Outstanding | <input type="checkbox"/> Good | <input type="checkbox"/> Average | <input type="checkbox"/> Below Average | <input type="checkbox"/> Poor | <input type="checkbox"/> N/A |
| Ability to submit work on time | <input type="checkbox"/> Outstanding | <input type="checkbox"/> Good | <input type="checkbox"/> Average | <input type="checkbox"/> Below Average | <input type="checkbox"/> Poor | <input type="checkbox"/> N/A |

**Please comment on any below average – poor ratings:**

**Parent/Guardian Cooperation with School:**  Outstanding  Good  Average  Below Average  Poor  N/A

**Additional comments (e.g. special strengths/talents):**

I recommend this student:  Enthusiastically  Strongly  With Reservation  Not at All

**I have additional information I would like to discuss. Please call me at the number below.**

Number: \_\_\_\_\_ Best time to reach: \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Name and Title (please print):** \_\_\_\_\_

**School:** \_\_\_\_\_ **Address:** \_\_\_\_\_