STATEFIELDS SCHOOL INC.
GUIDANCE SERVICES DEPARTMENT
ADMISSIONS SY ____ - _____

RECOMMENDATION FORM

Name of Applicant: _____ Level Applying for: _____
Last Name First Name Middle Initial

School Name & Address: _____

Contact Number: _____

TO THE PRINCIPAL, CLASS ADVISER OR COUNSELOR:

The student whose name appears above is applying for admissions to Statefields School for the SY __-__. Your candid evaluation of his/her academic performance, intellectual promise, individual qualities and behavior will be highly appreciated. Please complete this form and put this recommendation letter in a **SEALED ENVELOP** with your **SIGNATURE ON THE FLAP**. **UNSEALED AND UNSIGNED RECOMMENDATION FORM WILL NOT BE ACCEPTED.** You may send it through the applicant or his/her representative. Rest assured that all the information; reports and recommendations about the applicant will be dealt with utmost confidentiality.

I. PERSONALITY PROFILE

Please rate the applicant as realistically as you can by checking the appropriate boxes.

FACTORS	HIGHLY SATISFACTORY	SATISFACTORY	BELOW SATISFACTORY	NEEDS IMPROVEMENT
Academic Potential				
Behavior (Classroom & Assembly)				
Character & Attitude				
Emotional Stability				
Leadership Skills				
Sense of Responsibility				
Sense of Service				
Study Habits				

II. SCHOLASTIC PROFILE

Applicant's most current Class Ranking: ☐ Top 10% ☐ Upper 25% ☐ Middle 50% ☐ Lower 25%

In your opinion is the applicant's scholastic record an accurate index of his/her ability? _____.
Why?_____.

III. DISCIPLINE PROFILE

Has the applicant been involved or subjected to any:
a.) Form of disciplinary action? ☐ YES ☐ NO
b.) Case of narcotic drugs/alcohol use? ☐ YES ☐ NO
c.) Fraternity or sorority? ☐ YES ☐ NO

If yes, please give a brief account of the nature of the case or violation._____.

IV. OTHER INFORMATION

Please describe his/her talents and hobbies. Do not leave these spaces blank. You may use another sheet of paper if space is not sufficient. _____
_____

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

The applicant is:
□ Strongly Recommended □ Recommended with Reservations
□ Recommended □ Not Recommended

_____ _____ _____ _____
INFORMANT'S NAME & SIGNATURE POSITION DATE AFFIX SCHOOL SEAL HERE