



Administrator Confidential Recommendation

TO THE PARENT / GUARDIAN

Please complete the following information before giving it to your child's current Head of School or Principal. Provide the recommender a list of schools and email addresses to which to send this recommendation or instructions for how to upload this recommendation to each school's online application system.

Name of Applicant _____ Applicant for _____ Grade in Fall 2026
For the student named above, I waive my rights to read or seek access to the Administrator Recommendation now or in the future.

Parent/Guardian Authorization Signature _____ Today's date _____

TO THE HEAD OF SCHOOL OR PRINCIPAL

The Los Angeles Area Independent Schools consortium — <https://losangelesindependentschools.org/schools> — has developed this common form to better allow an open exchange of information about the student whose name appears above. Your completion of this evaluation is extremely helpful. It is important to all of us that the child's next school placement be an appropriate one for both the student and the family. We greatly appreciate your time and effort to complete and return this form. Please do not include information about any legally protected statuses of the applicant, including but not limited to race, ethnicity, national origin, disability, gender identity, gender expression, and sexual orientation. Your insights and observations are important to all of us.

Please know that the professional comments you share will be held in confidence to the extent legally and reasonably possible and we thank you in advance for your assistance and cooperation.

Please complete this form after November 1, 2025, but no later than January 9, 2026.

To protect the integrity of this recommendation, be sure to save this form as a PDF before submitting to schools.

Name of Head of School / Principal _____

Title _____ School _____

Email address _____ Phone number _____

Signature _____ Today's date _____

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

Has this student ever been subject to any serious disciplinary action, suspension, or expulsion from school? ☐ No ☐ Yes

If yes, please explain:

☐ Check here if you would like us to call you to discuss this student in greater detail.

Your judgments are used solely for the admissions process.

SUMMARY APPRAISAL

In the space below or in an attached letter, please write a summary appraisal of the candidate, assessing personal and academic qualities and potential. We are interested in evidence about the strengths and weaknesses, values, relative maturity of the candidate, the things they are enthusiastic about, and any talent or special quality they possess. We would also like to know about any conduct that impeded growth, any disciplinary action that may have been taken, or any explanation of absences greater than 10 days in an academic year. Please explain the ways in which the family supports their child and the policies of your school. Be assured that we do read every word you write and find your input invaluable in our evaluations.

STUDENT'S ACADEMIC AND SOCIAL-EMOTIONAL DEVELOPMENT

Please check the appropriate rating:

Academic Achievement	☐ OUTSTANDING	☐ GOOD	☐ AVERAGE	☐ BELOW EXPECTATIONS
Conduct	☐ GOOD CONDUCT	☐ USUALLY GOOD BEHAVIOR	☐ OCCASIONAL MISCONDUCT	☐ POOR
Integrity	☐ HIGHLY DEVELOPED	☐ TRUSTWORTHY	☐ USUALLY TRUSTWORTHY	☐ QUESTIONABLE
Consideration of Others	☐ EXTREMELY THOUGHTFUL	☐ CONSIDERATE	☐ USUALLY CONSIDERATE	☐ RARELY CONSIDERATE
Social Adjustment with Peers	☐ HEALTHY RELATIONSHIPS	☐ USUALLY RELATES WELL	☐ HAS OCCASIONAL PROBLEMS	☐ RELATES POORLY
Stability	☐ STABLE	☐ HANDLES MOST SITUATIONS	☐ SEEKS MUCH ATTENTION	☐ EASILY FRUSTRATED

FAMILY INFORMATION

Please check the appropriate ratings:

Appropriate communication with school	☐ ALWAYS	☐ USUALLY	☐ SOMETIMES	☐ RARELY
Attendance at school functions	☐ ALWAYS	☐ USUALLY	☐ SOMETIMES	☐ RARELY
Cooperation with school rules	☐ ALWAYS	☐ USUALLY	☐ SOMETIMES	☐ RARELY
Cooperation with faculty/administration	☐ ALWAYS	☐ USUALLY	☐ SOMETIMES	☐ RARELY
Meets financial obligations in a timely manner	☐ ALWAYS	☐ USUALLY	☐ SOMETIMES	☐ N/A
Participation in school community	☐ VERY HELPFUL	☐ WHEN GIVEN OPPORTUNITY	☐ ON OCCASION	☐ SELDOM
Participation in child's education	☐ APPROPRIATELY INVOLVED	☐ OCCASIONALLY INVOLVED	☐ OVERLY INVOLVED	☐ RARELY INVOLVED
Parent/Guardian expectations for student	☐ REALISTIC	☐ UNREALISTIC	☐ UNKNOWN	☐ OTHER

IN SUMMARY

I recommend this applicant for admission:

	ENTHUSIASTICALLY	STRONGLY	FAIRLY STRONGLY	WITHOUT ENTHUSIASM	NOT RECOMMENDED
For academic promise	☐	☐	☐	☐	☐
For character	☐	☐	☐	☐	☐
Overall recommendation	☐	☐	☐	☐	☐