

Common Recommendation Form

Grades 6–12

Dear Valued Partner in Education,

The Lake Michigan Association of Independent Schools (LMAIS) is a non-profit organization established to promote educational excellence by supporting the interests of independent schools in Illinois and Indiana, building strong relationships among independent schools, and creating innovative opportunities in professional development for the faculty, staff and administrators in independent schools.

Enclosed is a recommendation form that is used by all LMAIS schools (*please reference the last page of this document for a comprehensive list of LMAIS schools*) in determining if the applicant is an appropriate fit for the institution to which the student is applying. This form is only one of many pieces of information used to get to know the applicant. A full report from the applicant's present school is necessary if the student is to be given consideration for admission. Our ability to effectively evaluate this student is helped considerably by your timely and candid insights. **If you feel that this form is not reflective of your school's mission, ethos, or pedagogy, please do not hesitate to provide an alternative assessment of the applicant on school letterhead. All information that you furnish will be kept confidential to the extent the law allows, and will not be retained as a part of the student's permanent record.**

LMAIS has identified the following assessment benchmarks used herein. Please take a moment to review the benchmark headers, as well as their definitions, to ensure accurate and effective completion of the enclosed form.

- **Truly Outstanding:** Exceptional student
- **Excellent:** Exceeds what is developmentally expected for this age group
- **Good:** Sometimes exceeds what is developmentally expected for this age group
- **Average:** Meets what is developmentally expected for this age group
- **Below Average:** Does not exhibit what is developmentally expected for this age group

The academic recommendation forms should be completed by the child's current homeroom teacher and/or academic specialist. The Principal recommendation form may be completed by the Head of School, Division Head, Guidance Counselor or another appropriate administrator.

If you have received the recommendation form electronically:

- **DOWNLOAD** the PDF to your desktop;
- **SAVE** and re-name with applicant's name in the title;
- **FILL IN** the appropriate fields;
- **SAVE** the completed form;
- **REVIEW** your saved and completed form to assure all areas have been answered;
- **ATTACH** the completed PDF file to an email and return to the requesting school.

If you have received the recommendation form as paper copy, please complete the form in **black ink**. Retain the original for your files and send a photocopy directly to the requesting school.

On behalf of this student, we thank you for your response.

Sincerely,
Lake Michigan Association of Independent Schools (LMAIS)

Grades 6–12

Common Recommendation Form 20 -202

Please complete this recommendation form electronically using Adobe Reader or in black ink. Retain the original for your files. Send the completed PDF form by email or mail the paper copy directly to the requesting school.

If you do not feel that you are the appropriate person to fill out this recommendation form, please sign below and pass it on to the guidance counselor, division head, or homeroom teacher. A similar form will be sent to the student’s English & Math teacher(s).

PRINCIPAL/HEAD OF SCHOOL COMMENTS

Name of student _____ Applicant to grade _____

Signature _____
Principal/Head of School

Please enclose copies of:

- 1) Grades/reports upon completion of the first trimester or semester of the current academic year
- 2) Recent teacher reports or comments, if any
- 3) Attendance record
- 4) Standardized test scores
- 5) Grades/reports for the previous two years

Form completed by _____ Title _____

School _____

Address _____ City _____ State _____ Zip _____

How long have you known the applicant? _____

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

1. _____ 2. _____ 3. _____

Please evaluate the candidate in the following areas by placing a check in the appropriate column.

ACADEMIC AND PERSONAL QUALITIES

	TRULY OUTSTANDING	EXCELLENT	GOOD	AVERAGE	BELOW AVERAGE	COMMENTS
Academic performance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Creativity and imagination	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Motivation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Ability to organize	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Honesty/integrity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Self-esteem	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Self-discipline	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Leadership	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____

Sensitivity to others' feelings/ respect for individual differences	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Reaction to setbacks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Maturity (relative to age)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Sense of humor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____

Number of students in applicant's entire grade: _____

If your school computes class rank, please note student's placement in class or estimated rank (by decile) if exact rank not available. _____

Has the student been regular in attendance? _____

Is there a problem with tardiness? Yes No If yes, please explain.

Has the student had any recurrent and/or serious disciplinary problems? Briefly explain and note any serious disciplinary action taken.

Has the student been promoted regularly during her or his school career? Yes No If not, please explain.

What are the student's strengths?

As a student? _____

As a person? _____

In which areas does this student need improvement?

As a student? _____

As a person? _____

IS THERE ANY ADDITIONAL INFORMATION THAT WOULD BE HELPFUL TO US IN EVALUATING THIS APPLICANT?

PARENT/SCHOOL PARTERSHIP

Parents are an important part of our relationship with the student. Please share any thoughts you have regarding this applicant's family, including their involvement in your school.

To your knowledge, is the parents' perception of their child compatible with the school's understanding of the child? Please comment.

Which word(s) best describe the parents in regard to their child?

1. _____ 2. _____ 3. _____

Please explain.

Are you aware of any circumstances that may affect the student's life at school? Please explain.

Signature _____ Title: _____ Date _____

If we have additional questions, may we contact you? Yes No

If yes, email: _____ Phone _____

Again, thank you for your time and the helpful information you have provided.

Lake Michigan Association of Independent Schools (LMAIS)

Return form(s) to the requesting school(s) as indicated by the parent(s)/guardian(s). | For additional information contact: fcaron39@comcast.net.

THE ANCONA SCHOOL

4770 S. Dorchester Avenue
Chicago, IL 60615-2023 | (773) 924-2356
admissions@anconaschool.org
www.anconaschool.org

THE AVERY COONLEY SCHOOL

1400 Maple Avenue
Downers Grove, IL 60515-4849
(630) 969-0800 x7213
admission@averycoonley.org
www.averycoonley.org

BAKER DEMONSTRATION SCHOOL

201 Sheridan Road
Wilmette, IL 60091-3452 | (847) 425-5800
admissions@bakerdemschool.org
www.bakerdemschool.org

BEACON ACADEMY

1574 Sherman Avenue
Evanston, IL 60201-4422 | (224) 999-1177
admissions@beaconacademyil.org
www.beaconacademyil.org

BERNARD ZELL ANSHE EMET DAY SCHOOL

3751 N. Broadway Street
Chicago, IL 60613-4104 | (773) 572-1236
admissions@bernardzell.org
www.bernardzell.org

BRICKTON MONTESSORI SCHOOL

8622 W. Catalpa Avenue
Chicago, IL 60656-1720 | (773) 714-0646
info@brickton.org
www.brickton.org

CATHERINE COOK SCHOOL

226 W. Schiller Street
Chicago, IL 60610-1808 | (312) 266-3381
admission@ccookschool.org
www.catherinecookscool.org

CHIARAVALLE MONTESSORI SCHOOL

425 Dempster Street
Evanston, IL 60201-4706 | (847) 864-2190
admission@chiaravalle.org
www.chiaravalle.org

CHICAGO ACADEMY FOR THE ARTS

1010 W. Chicago Avenue
Chicago, IL 60642-5414 | (312) 421-0202
jphelan@chicagoartsacademy.org
www.chicagoacademyforthearts.org

CHICAGO CITY DAY SCHOOL

541 W. Hawthorne Place
Chicago, IL 60657-2922 | (773) 327-0900
office@chicagocitydayschool.org
www.chicagocitydayschool.org

CHICAGO WALDORF SCHOOL

5200 N. Ashland Avenue
Chicago, IL 60640-2032 | (773) 465-2371
enrollment@chicagowaldorf.org
www.chicagowaldorf.org

COUNTRYSIDE DAY SCHOOL

1985 Pflugsten Road
Northbrook, IL 60062-5853 | (847) 498-1105
info@countrysideday.org
www.countrysideday.org

ELGIN ACADEMY

350 Park Street
Elgin, IL 60120-4455 | (847) 695-0303
admissions@elginacademy.org
www.elginacademy.org

FOREST RIDGE ACADEMY

7300 Forest Ridge Drive
Schererville, IN 46375-3350 | (219) 756-7300
tpanos@fra.edu
www.fra.edu

FRANCES XAVIER WARDE SCHOOL

751 N. State Street
Chicago, IL 60654-3835 | (312) 268-2558
admissions@fxw.org
www.fxw.org

FRANCIS W. PARKER SCHOOL

330 W. Webster Avenue
Chicago, IL 60614-3820 | (773) 797-5107
admission@fwparker.org
www.fwparker.org

HYDE PARK DAY SCHOOL

Chicago Campus
6254 S. Ellis Avenue
(773) 420-2550

Northfield Campus

1980 Old Willow Road
(847) 446-7025

Lemont Campus

13860 Main Street
(630) 296-1229
admissions@hydeparkday.org
www.hydeparkday.org

LAKE FOREST ACADEMY

1500 W. Kennedy Road
Lake Forest, IL 60045-1047 | (847) 615-3267
admissions@lfanet.org
www.lfanet.org

LAKE FOREST COUNTRY DAY SCHOOL

145 S. Green Bay Road
Lake Forest, IL 60045-3053 | (847) 615-6151
admission@lfcds.org
www.lfcds.org

LA LUMIERE SCHOOL

6801 N. Wilhelm Road
La Porte, IN 46350-8627 | (219) 326-7450
admissions@lalumiere.org
www.lalumiere.org

LATIN SCHOOL OF CHICAGO

59 W. North Boulevard
Chicago, IL 60610-1492 | (312) 582-6060
admissions@latinschool.org
www.latinschool.org

LYCÉE FRANÇAIS DE CHICAGO

1929 W. Wilson Avenue
Chicago, IL 60640-5208 | (773) 665-0066
admissions@lyceechicago.org
www.lyceechicago.org

MORGAN PARK ACADEMY

2153 W. 111th Street
Chicago, IL 60643-3917 | (773) 881-6700
info@morganparkacademy.org
www.morganparkacademy.org

NEAR NORTH MONTESSORI SCHOOL

1434 W. Division Street
Chicago, IL 60642-3778 | (773) 384-1434
admissions@nnms.org
www.nnms.org

NORTH PARK ELEMENTARY SCHOOL

2017 W. Montrose Avenue
Chicago, IL 60618-1713 | (773) 327-3144
npesadmissions@npeschool.org
www.npeschool.org

NORTH SHORE COUNTRY DAY SCHOOL

310 Green Bay Road
Winnetka, IL 60093-4094 | (847) 441-3313
admissions@nscds.org
www.nscds.org

QUEST ACADEMY

500 N. Benton Street
Palatine, IL 60067-3564 | (847) 202-8035
admission@questacademy.org
www.questacademy.org

ROGERS PARK MONTESSORI SCHOOL

1800 W. Balmoral Avenue
Chicago, IL 60640-1002 | (773) 271-1700
jeinstein@rpms.org
www.rpms.org

ROYCEMORE SCHOOL

1200 Davis Street
Evanston, IL 60201-2467 | (847) 866-6055
aavery@roycemoreschool.org
www.roycemoreschool.org

SACRED HEART SCHOOLS:

THE ACADEMY FOR GIRLS AND HARDEY PREPARATORY FOR BOYS

6250 N. Sheridan Road
Chicago, IL 60660-1730 | (773) 681-8436
admissions@shschicago.org
www.shschicago.org

SCIENCE & ARTS ACADEMY

1825 Miner Street
Des Plaines, IL 60016-4778 | (847) 827-7880
mhildebrandt@scienceandartsacademy.org
www.scienceandartsacademy.org

UNIVERSITY OF CHICAGO LABORATORY SCHOOLS

1362 E. 59th Street
Chicago, IL 60637-1793 | (773) 702-9451
admissions@ucls.uchicago.edu
www.ucls.uchicago.edu

WOLCOTT SCHOOL

524 N. Wolcott Avenue
Chicago, IL 60622-6256 | (312) 610-4900
rspero@wolcottschool.org
www.wolcottschool.org

WOODLANDS ACADEMY OF THE SACRED HEART

760 East Westleigh Road
Lake Forest, IL 60045-3263 | (847) 234-4300 x250
admissions@woodlandsacademy.org
www.woodlandsacademy.org