

## 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 2018-2019

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 PARTNERSHIP**

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.

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

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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) 425-5813  
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@bzaeds.org  
www.bernardzell.org

## BRICKTON MONTESSORI SCHOOL

8622 W. Catalpa Avenue  
Chicago, IL 60656-1720 | (773) 714-0646  
admissions@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  
mwagner@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

1300 W. Loyola Avenue  
Chicago, IL 60626-5104 | (773) 465-2371  
lgrenholm@chicagowaldorf.org  
www.chicagowaldorf.org

## COUNTRYSIDE MONTESSORI SCHOOL

1985 Pflugsten Road  
Northbrook, IL 60062-5853 | (847) 498-1105  
info@countrysidemontessori.org  
www.countrysidemontessori.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  
Chicago, IL 60637-2616 | (773) 420-2550  
admissions@hydeparkday.org  
www.hydeparkday.org

## HYDE PARK DAY SCHOOL

Northfield Campus  
1980 Old Willow Road  
Northfield, IL 60093-2913 | (847) 446-7025  
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@rpsmschool.org  
www.rpsmschool.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  
mkeller@scienceandartsacademy.org  
www.scienceandartsacademy.org

## THE STANLEY CLARK SCHOOL

3123 Miami Street  
South Bend, IN 46614-2045 | (574) 291-4200  
enrollment@stanleyclark.org  
www.stanleyclark.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  
rspiro@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