

CONFIDENTIAL SCHOOL REFERENCE FORM



The Registrar
Campion College
105 Hope Road
Kingston 6

Evaluation:
Principal/Vice Principal /
Grade Supervisor

Surname _____	First name _____
Date of birth (dd/mm/yyyy) _____	Grade currently in/leaving _____

TO THE PARENT/GUARDIAN

I/We hereby authorize Campion College to contact school and other sources to gain information to support the student's attendance to this school. I/We will not seek access to confidential recommendations and evaluation materials before, during and after this process. I/We release every person and institution from any and all liability resulting from or pertaining to the furnishing of records, documents, and other information provided to Campion College for that purpose.

Signature of Parent/Guardian _____ Date _____

TO THE EVALUATOR

Thank you for agreeing to complete this evaluation form. Please return the completed form to the applicant in a **sealed** envelope with the school stamp. We are interested in knowing as much as possible about the student's academic potential, achievement, character and social adjustment.

Evaluator's name _____	School Address: _____
Title / Position: _____	Phone number _____
School _____	Email address: _____

Please choose the most appropriate response for the following questions:

A. What are the first words that come to mind to describe this student? _____

B. Compared to other students in his/her grade level, indicate how you would rate this student:

Areas	1	2	3	4	5	No basis for judgement
Academic Ability	Exceptionally promising, high honour roll	Fine student, probably honour roll	Capable of passing work but not honours	Marginal ability or questionable	Poor academic ability	
Co-Curricular Activity	Outstanding leader, top activities	Real contributor	Fairly active	Minor participation	No activities	
Integrity	Exceptionally upright	Noticeably upright	Upright, no cause for concern	Weak or questionable	Record of dishonesty	
Conduct	Outstanding in every respect	Generally excellent	Good or acceptable	Marginal	Poor conduct	
Initiative and drive	Outstanding, very focused	Well above the average	Generally strong enough	Occasionally weak or lacking	Very weak, non-existent	
Personal Overall qualities	Outstanding person in all respects	Considerable appeal, generally quite strong	Generally okay, no outstanding strengths or weaknesses	Not very outgoing, immature	Poor impression, very immature	
Care and concern for other students	Outstanding	Excellent	Good	Inconsistent concern	Lacks any concern for others	
Quality of Interaction with staff	Outstanding! Polite, respectful and responsive to directives	Somewhat outstanding	Good	Area of concern	Disrespectful and unresponsive to directives	
Emotional Adjustment	Exceptionally well adjusted	Well balanced	Usually well balanced	Excitable or very emotional	Apathetic or unresponsive	
Punctuality to school	Always punctual	Usually punctual	Late sometimes but generally punctual	Area of concern	More often late than on time	
Attendance to school	Always present	Usually present	Absent sometimes but with reason	Absent often with no reason given	Frequently absent	
Attendance and punctuality to class	Exceptional	Better than most	Good	Satisfactory	A notable weakness	

C. Has this student ever been suspended, repeated a grade or placed on probation for academic or disciplinary reasons?

Yes No . If yes, please explain

D. Does the student have any significant limitations or weaknesses?

Yes No .

E. Has this student paid all outstanding school fees and met other financial obligations to your institution? Yes No . If No, please explain, as much as is reasonable, any extreme circumstances that may have caused this.

F. To your knowledge, is the parents' perception of their child consistent with the school's understanding of the child?

Yes No .

G. Are you aware of any family circumstances that affect the child's life at school?

Yes No . If yes, please explain

H. To your knowledge, has the student ever been referred to a counsellor or psychologist for assessment?

Yes No . If yes, please explain the circumstances

I. Please write any additional information about this student that you think is important (example family structure/dynamics, legal concerns, etc.)

J. How strongly do you recommend this student for Campion College?

With reservation Fairly strongly Strongly My strongest recommendation Not recommended

Evaluator's signature

Date

Affix school
stamp here