



## RECOMMENDATION FORM

# Principal/Dean/Counselor Recommendation Form

### Applicant

One Principal, Dean, or Counselor Recommendation is required for Middle and High School Applicants. Please provide your child's information below and submit Recommendation Form to a School Administrator who will complete the recommendation. The completed Recommendation Form should be submitted to Providence St. Mel in a sealed envelope with the completed application.

Student's Name (print): \_\_\_\_\_

Current Grade: \_\_\_\_\_

Parent's Name: \_\_\_\_\_

Parent's Signature: \_\_\_\_\_

### School Administrator/Counselor:

Thank you for filling out this student's Recommendation Form. Your comments are very helpful to Providence St. Mel and our admission decisions regarding the student applicant. Please sign this form and return it with the Recommendation in a sealed envelope provided by the student. You may also mail the form directly to the address above. We thank you for this important service and for the work you do in educating students.

Administrator's Name (print): \_\_\_\_\_

Administrator's Position: \_\_\_\_\_

E-mail address: \_\_\_\_\_

Phone: \_\_\_\_\_

Administrator's signature: \_\_\_\_\_

Date: \_\_\_\_\_

### ACADEMIC EXCELLENCE...

**Since 1978, Providence St. Mel School has demonstrated academic excellence as it continues its 100% acceptance rate to four-year colleges and universities.**

*It is the mission of Providence St. Mel School to provide a high-quality, college-preparatory education in a safe, clean, nurturing and empowering environment which encourages strong values, self-discipline and hard work, for children who are motivated to learn and become productive, contributing members of society.*



**RECOMMENDATION FORM – PRINCIPAL/DEAN/COUNSELOR**

Student Name: Last \_\_\_\_\_ First \_\_\_\_\_ MI \_\_\_\_\_

School: \_\_\_\_\_ Current Grade: \_\_\_\_\_

In what capacity and how long have you known the applicant?

\_\_\_\_\_

Number of students in the applicant's grade: \_\_\_\_\_

Please estimate applicant's placement as it relates to class ranking. The applicant ranks \_\_\_\_\_ out of \_\_\_\_\_ students.

What are the first three words that come to mind when describing this applicant?

(1) \_\_\_\_\_ (2) \_\_\_\_\_ (3) \_\_\_\_\_

Parent involvement is an integral part of a student's success at Providence St. Mel School. To the best of your knowledge, please share with us any thoughts you have regarding the applicant's family, including their participation in your school.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please evaluate the student listed above by completing the following information:

Academic Strength	<input type="checkbox"/> Exceptional	<input type="checkbox"/> Above Average	<input type="checkbox"/> Average	<input type="checkbox"/> Below Average
Good Work Habits; Discipline	<input type="checkbox"/> Exceptional	<input type="checkbox"/> Above Average	<input type="checkbox"/> Average	<input type="checkbox"/> Below Average
Personal Integrity	<input type="checkbox"/> Exceptional	<input type="checkbox"/> Above Average	<input type="checkbox"/> Average	<input type="checkbox"/> Below Average
Motivation and Initiative	<input type="checkbox"/> Exceptional	<input type="checkbox"/> Above Average	<input type="checkbox"/> Average	<input type="checkbox"/> Below Average
Ability to Work with Peers	<input type="checkbox"/> Exceptional	<input type="checkbox"/> Above Average	<input type="checkbox"/> Average	<input type="checkbox"/> Below Average
Leadership Qualities	<input type="checkbox"/> Exceptional	<input type="checkbox"/> Above Average	<input type="checkbox"/> Average	<input type="checkbox"/> Below Average
Following Directions	<input type="checkbox"/> Exceptional	<input type="checkbox"/> Above Average	<input type="checkbox"/> Average	<input type="checkbox"/> Below Average
Oral Communication Skills	<input type="checkbox"/> Exceptional	<input type="checkbox"/> Above Average	<input type="checkbox"/> Average	<input type="checkbox"/> Below Average
Writing Skills	<input type="checkbox"/> Exceptional	<input type="checkbox"/> Above Average	<input type="checkbox"/> Average	<input type="checkbox"/> Below Average
Creativity	<input type="checkbox"/> Exceptional	<input type="checkbox"/> Above Average	<input type="checkbox"/> Average	<input type="checkbox"/> Below Average

Indicate strength of your overall endorsement by checking the appropriate box:

Highly Recommended  Recommended  Recommended with Reservation  Not Recommended

Please write additional comments that will aid in assessing the student's qualifications:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Administrator's / Counselor's Signature: \_\_\_\_\_

Date: \_\_\_\_\_