



# Loomis Chaffee

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Current English Teacher

TO THE SCHOOL OFFICIAL: In an effort to simplify the application process and eliminate unnecessary duplication of effort, many independent schools have collaborated in the development of common recommendation forms. This form may be completed only once; photocopies will be accepted by all schools that accept the common recommendation forms. The student should provide you with a stamped, addressed return envelope for each school requesting a copy of this form. Use of the common recommendation forms will in no way compromise the student's chances for admission. You are welcome to attach a narrative statement, but if you do so, we request that you complete the checkboxes on this form as well. Submit the recommendation online, mail a copy of this form to Loomis Chaffee, or return in a sealed envelope to the student to be included with his/her application (postmarked by **January 16, 2017**). If you choose to submit your recommendation online, please provide the applicant with your email address so that you will receive an email that will allow you to submit the recommendation.

## THE COMMON RECOMMENDATION FORM

TO THE STUDENT: Please print your name, address and school below, and give this form and a stamped, addressed envelope for each school to your current English teacher.

Student's name \_\_\_\_\_  
LAST FIRST MIDDLE CURRENT GRADE

Student's address \_\_\_\_\_  
STREET CITY STATE ZIP CODE COUNTRY

TO THE TEACHER: The student named above is a candidate for admission. The Admission Committee places considerable weight on the academic and personal qualifications of each student. Your recommendation is vital to our process. We would appreciate your most candid and thoughtful responses.

How well do you know the student academically?

As a person?

In what years did you teach the student? \_\_\_\_\_ How large is the class? \_\_\_\_\_

What course(s)? \_\_\_\_\_ Is the student on block schedule? \_\_\_\_\_

Is this course part of a tracking system or designated as an honors or accelerated course?  yes  no

Briefly describe your course. It is especially helpful to know what texts are used and if the students are grouped by ability.

Date submitted \_\_\_\_\_

How accurately does the student read and understand what he or she has read?

How well does the student write in comparison with other students whom you have taught? Please be specific about areas of strength and weakness.

How well does the student accept advice or criticism?

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

Please place check marks at the points that represent your evaluation of the student in comparison to other students in his or her age group whom you have taught. If you have no fair basis for judgment, do not hesitate to say so.

	ONE OF THE TOP FEW I HAVE EVER ENCOUNTERED	EXCELLENT (TOP 10% THIS YEAR)	GOOD (ABOVE AVERAGE)	AVERAGE	BELOW AVERAGE	NO BASIS FOR JUDGMENT
Academic potential						
Academic achievement						
Intellectual curiosity						
Effort/Determination						
Ability to work independently						
Organization						
Creativity						
Willingness to take intellectual risks						
Concern for others						
Honesty/Integrity						
Self-esteem						
Maturity (relative to age)						
Responsibility						
Respect accorded by faculty						
Respect accorded by peers						
Emotional stability						
Overall evaluation as a person						
Overall evaluation as a student						

If the student is relatively weak or strong in any areas listed above, please elaborate.

Please comment on this student's character, citizenship and contributions to your community.

Please add any additional information that will give us a more complete picture of the student.

Thank you for taking your valuable time to complete this evaluation. Your reflections are an important part of the candidate's application. All information you provide will be held in confidence and disclosed only to the Admission Committee and others deemed necessary by the assistant head for enrollment.

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SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_ SCHOOL ADDRESS/CITY/STATE \_\_\_\_\_

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PRINTED NAME \_\_\_\_\_ ZIP CODE / COUNTRY \_\_\_\_\_

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TITLE \_\_\_\_\_ TELEPHONE \_\_\_\_\_

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EMAIL \_\_\_\_\_