



CONFIDENTIAL PRINCIPAL/HEAD OF SCHOOL RECOMMENDATION – Page 1 of 3

To be filled out by the applicant's current Principal/Head of School or Advisor.

Name of student _____

City, State, and Country _____

Phone Number _____ Current Grade _____

To the applicant: Please complete the top of this recommendation and give this form to your current Principal/Head of School or Advisor.

To the Principal/Head of School: The above student has applied for admission to Chatham Hall, an all-girls college-preparatory boarding/day school. The Admission Committee requests your candid evaluation of this student. The information you provide will be kept confidential. Please keep a copy of the recommendation for your records. Thank you for your time and effort. Email the recommendation to admissions@chathamhall.org; or fax to Admission at 434-432-2405; or mail to: The Admission Office, 800 Chatham Hall Circle, Chatham, VA 24531.

What grades does your school serve? _____ to _____

In what month does your school year begin? _____ end? _____

What is your school's total enrollment? _____

Does your school use a block scheduling system? ☐ yes ☐ no

Please explain your school's grading system. What is the passing mark? _____ honors mark? _____

What is the grade distribution among students? _____

Does your school rank? ☐ yes ☐ no

If yes, is your rank ☐ approximate ☐ exact

This candidate ranks _____ out of _____ and _____ other students share this rank.

How many students are in the entire grade? _____

Are students placed in sections according to ability? ☐ yes ☐ no If yes, please tell us in which level the applicant is

placed for each subject. _____

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If the student's attendance record is not listed on her transcript, please indicate the number of days she has been absent or tardy each year (in the past three years) while at your school. _____

If the student is not, or has not been, in good academic standing, please explain. _____

Has the student ever been dismissed, suspended, placed on probation, or received other serious disciplinary sanction?

☐ yes ☐ no If yes, please elaborate. _____

Has she withdrawn from school voluntarily for an extended period of time for reasons other than health?

☐ yes ☐ no If yes, please elaborate. _____

How well do you know the applicant personally? _____

How well do you know the applicant academically? _____

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

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

If the applicant is relatively weak or strong in any areas, please elaborate. _____

Please feel free to share any additional information about this applicant. _____

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Would you be willing to talk further with someone from the Admission Office? ☐ yes ☐ no

Optional: Please elaborate on the impact of COVID-19 in your community. _____

Name: _____

Title: _____

School: _____

School Phone: _____

School Address: _____

Signature: _____ Date: _____