



355 Duck Pond Road
Locust Valley, NY 11560
Tel: (516) 750-3203 or 750-3202

SCHOOL REPORT FOR STUDENTS ENTERING GRADES 2-6

To be completed by the applicant's present school.

Name of Applicant Last	First	Middle	Birthdate
Candidate for Grade _____ in September 20_____	Present Grade	Present School	

To the Teacher or School Director:

The student named above is applying for admission to Portledge School. Portledge is an independent, coeducational, college-preparatory day school spanning pre-nursery through twelfth grade. As articulated in the School's philosophy statement, Portledge "provides an academically excellent education that prepares students for responsible and productive lives. Dedicated teachers, small class size, and a warm and personal atmosphere combine to advance high moral standards and individual accomplishments." To that end, the Admissions Committee looks for evidence of high levels of academic achievement or potential for such achievement and talents in the arts or athletics. Indications of exemplary leadership ability and an exceptional sensitivity to people are also highly valued. A full and candid report from the present school is essential if the candidate is to be given fair consideration. While we hope you will respond to the questions on this form, your comments in a letter or other description of the candidate would also be welcome. A photocopy of a recommendation will not hinder the applicant's opportunity for admission.

PLEASE INCLUDE ALL SCHOOL RECORDS AND TESTING RESULTS WITH THIS REPORT.

Director of Admissions

I have been acquainted with the applicant for _____ years _____ months.

Number of children in his or her class: _____

My relationship has been that of _____

Is the student generally on time for school? Yes No Attendance Pattern _____

What are the first words that come to mind in order to describe the candidate? _____

Social/Emotional Development (Please circle best descriptor)

Comments

Demonstrates sense of integrity and responsibility	consistently	usually	occasionally	seldom	
Consideration for others	very considerate	usually considerate	inconsiderate	unkind	
Social relationship with peers	very mature	average	somewhat immature	relates poorly	
Leadership ability	excellent	good	average	poor	
Emotional maturity	very mature	average	somewhat immature	very immature	
Self-confidence	healthy self-image	needs some support	seems overly confident	poor self-image	
Sense of humor	highly developed	age appropriate	developing	poorly developed	
Self control	excellent	usually good	occasionally disruptive	frequently disruptive	
Interaction with teachers/adults	healthy/ comfortable	is uneasy	is dependent	avoids contact	

Academic Development (Please ✓ best descriptor)

Classroom Characteristics:	Consistently	Usually	Occasionally	Seldom	NA	Comments
Listens attentively						
Follows directions						
Contributes effectively to class discussions						
Works well independently						
Organizes self/materials						
Works well in small groups						
Demonstrates creativity						
Seeks help when needed						
Responds positively to suggestions/requests						
Completes homework on time						
Moves easily from one activity or space to another						

Language Arts:

	Outstanding	Above average	Average	Below average	NA	Comments
Reading decoding speed						
Reading comprehension						
Literary comprehension (recall of facts/details)						
Vocabulary						
Grammar						
Spelling						
Writing: Organization						
Topic development						
Expository						
Creative						
Handwriting skills						

Mathematics:

Demonstrates problem solving skills						
Recognizes patterns in numbers						
Understands place value through decimals						
Understands operations with fractions & decimals						
Computation skills						
Spatial problem-solving skills						

Other Subjects:

Art						
Athletics						
Foreign Language						Language Studied _____
Keyboard skills						
Music						
Science						
Social Studies						

General:

	Outstanding	Above average	Average	Below average	NA	Comments
Academic potential						
Level of motivation						
Problem-solving skills						
Ability to understand abstract concepts						
Willingness to take risks						

Parent and Family:

Has/have the parents of this child been:

	Consistently	Usually	Occasionally	Seldom	Comments
Supportive of the child's experience					
Supportive of your school's programs/routines					
Supportive of you as a teacher					
Responsive to suggestions/guidance					
Realistic in setting educational goals					
To your knowledge, is the parent's perception of the child compatible with the school's understanding of the child?					

Have you adjusted your program to accommodate the needs or abilities of this child? Yes No

We encourage any other information which you think would be helpful. Please feel free to write in the space below and on the back of this form if necessary.

I recommend this candidate for admission to Portledge School:

	Enthusiastically	Strongly	Fairly Strongly	Without Enthusiasm	Not Recommended
For academic promise	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
For personal promise	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Overall recommendation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Thank you for taking the time to complete this form.

If there is any additional explanatory information that could be better conveyed in a phone conversation, please so indicate and the Director of Admissions will be glad to contact you. Yes No

Signed _____ Please print name _____

Position _____ Date _____

Name of School _____

Address _____ City _____ State _____ Zip _____

Telephone _____ Best time to call _____

Do you wish to receive information about Portledge? Yes Not at this time