

SCHOOL REPORT FOR STUDENTS ENTERING GRADES 7-12

To be completed by the Applicant's present school.

Name of Applicant	Last	First	Middle	Birthdate
Candidate for Grade ____ in September 20 ____		Present Grade	School's Official Name	
School Address		City	State	Zip Code
School Telephone		Parent Authorization Signature for Release of Transcript and Record		

To the parent:

After you have filled in the lines above, give this form to the principal / school head or guidance counselor for forwarding to Portledge School.

To the Principal / School Head or Guidance Counselor:

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 academic achievement and potential as well as interest 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 THE FOLLOWING WITH THIS REPORT:

1. All school records for the last three years.
2. Any standardized test results.
3. Any transcript form used by your school that provides academic information about the student.
4. Grades to date in current courses.

Your information will be held in strict confidence. Thank you very much for your assistance.

Portledge School Admissions

Portledge School admits students of any race, color, national and ethnic origin to all the rights, privileges and activities generally accorded or made available to students at the school. It does not discriminate on the basis of color, race, religion, gender, sexual orientation, national and ethnic origin in the administration of its educational policies, admissions policies, scholarship programs, or athletic and other school administered programs.

1. For how long have you been acquainted with the applicant and in what capacity have you worked with the student?

2. Please evaluate the candidate in the following areas by placing a check in the appropriate column:

	Truly Outstanding	Excellent	Good	Average	Below Average	No Basis for Judgement
ACADEMIC QUALITIES						
Intellectual curiosity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Academic ability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Academic achievement (as compared to potential)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Creativity and imagination	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Analytical ability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to work without supervision	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to concentrate	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to organize	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Initiative	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Willingness to take intellectual risks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Perseverance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Level of basic skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Problem-solving ability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PERSONAL QUALITIES						
Energy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Honesty	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Self-discipline	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Independence	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Classroom conduct	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Peer compatibility	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sensitivity to other's feelings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Respect for individual differences	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Responsibility	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reaction to criticism/setbacks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Respect accorded by Faculty	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Maturity (relative to age)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

3. Does the candidate possess capacities for leadership? Please describe. _____

4. Has the candidate been at any time a disciplinary problem? Yes No If yes, explain. _____

5. The candidate's attendance at school has been: good fair poor

6. Does your school make use of a conventional grading system? Yes No If not, how is a student's performance evaluated?

7. Please write a summary appraisal of the candidate, assessing his or her personal and academic qualities and promise as a student. We are interested in evidence concerning the strengths and weaknesses, values, relative maturity of the candidate, attitude towards learning, and any talent or special quality he or she possesses. Also, if outside circumstances have interfered with the candidate's academic achievements, we would like to know about them. For additional comments please use the back of this form.

8. 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"/>

9. 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

Portledge School Admissions

Signed _____ Please print name _____

Position _____ Date _____

Name of School _____

Address _____ City _____ State _____ Zip _____

Telephone _____

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

