



GREENWOOD SCHOOL

**Teacher Recommendation Form
Grades 2-8**

To the parent/guardian: Please complete the top portion of this form and give it to your child's present school.

I hereby give permission for you to release the information on this form concerning my child, _____ to Greenwood School. I, the parent/guardian, understand that I will not have access to this confidential information.

_____ *Parent/Guardian Signature*

Name of Applicant: _____ Today's date _____

Present school: _____ Present grade _____

Grade applying for: _____ Date of birth: _____

To the student's present school:

Dear Teacher,

The above-named student has applied for admission to Greenwood School. We ask you to provide candid responses to the following questions and return this form directly to Greenwood School. We sincerely appreciate your cooperation and assure you that this information will be held in confidence. Thank you for your time.

- 1) In what capacity and length of time do you know this student? How would you describe him/her?

- 2) Please tell us about the student's strengths as well as any areas that are challenging.

- 3) Please describe the student's class participation and working relationship:
 - a) with other students:

 - b) with teachers and other adults:

- 4) Please describe any specific learning differences that you are aware of.

- 5) To what extent does this student make use of his/her academic or other potential?

- 6) Please describe any special talents, skills or needs that it would be helpful for us to know about.

- 7) Please describe how the student's family has participated in the child's education. Do the parents/guardians support/follow through on specific school recommendations?

- 8) Are there any special concerns about the student's attendance or promptness in arrival or departure?

9) Please check those items that you feel help to describe this student's approach to learning:

- Self starter
- Sets appropriate goals for self
- Needs some adult guidance
- Needs little adult guidance
- Focused
- Works well with others
- Participates well in group problem solving
- Independent worker
- Leader

10) Please make any other comments you wish to make about the applicant. Please include any circumstance of which we should be aware.

SPECIFIC RECOMMENDATION:

- Recommended
- Recommended with reservations *(please explain below)*
- Prefer not to make a recommendation *(please explain below)*
- Check here if any information supplied would be better communicated by phone

Name: _____

Position: _____

School: _____

Phone: _____

Date: _____

Best time to reach you: _____

Thank you again for your time and consideration—*The Greenwood School Faculty*

*Greenwood School
17 Buena Vista Avenue
Mill Valley, CA 94941
Tel.: 415.388.0495 FAX: 415.388.6895*