GREENWOOD SCHOOL

Teacher Recommendation Form
Preschool, Kindergarten, 1st Grade

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.

Date of entry into your program_____ Length of school day_____ # of days/week_____

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

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

5) What kind of program do you think would be most beneficial for this student?

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

7) Please check appropriate response(s):

4=Strength 3=Developmentally appropriate 2=More time needed 1=Area of Concern

	4	3	2	1
Self-help skills (clothes, bathroom, lunch)				
Fine motor coord. (lacing, sewing, chopping)				
Draws with detail				
Works with manipulatives				
Body and space awareness				
Gross motor coordination				
Balance/gait/fluidity/smoothness of movmnt				
Participates in physical group activities				
Speech is clear and understandable				
Vocabulary				
Ability to stay with play topic				
Tells story events in sequence				
Asks questions to extend understanding				
Uses language to problem solve				
Demonstrates self-esteem				
Demonstrates self-control				

Usually chooses: Large group Small group Alone

Usually takes role of : Leader Follower Varies

	4	3	2	1
Acceptance of limits				
Self-motivation				
Interaction with peers				
Interaction with teachers				
Interaction with parent/guardian				
Separation from parents/guardian				
Ability to share/work cooperatively				
Ability to wait turn				
Respect for own property				
Respect for others' property				
Accepts responsiblity for actions				
Atten. span/self-chosen activity				
Atten. span/assigned activity				
Cooperative attitude				
Sense of humor				
Curiosity				
Transitions easily				
Listens to directions				
Foll. directions & completes tasks				
Ability to work independently				
Ability to focus & contribute in:				
large group				
small group				
Resolves conflicts: verbally				
physically	-----			

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 a phone call.

_____
_____
_____
_____
_____
_____

Name:_____ Position: _____
School:_____ Phone: _____
Date:_____ Best time to reach you: _____

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

Greenwood School
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Mill Valley, CA 94941
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