



Mars Academy

Morality • Academics • Reasoning • Social Action

ADMINISTRATOR RECOMMENDATION FORM

INSTRUCTIONS TO PARENT(S)/GUARDIAN(S): *Please complete the basic details below and give this form to the principal, head, or director of your child's current school. This form is confidential and must be mailed by the administrator directly to Mars Academy.*

Applicant's Name: _____

Grade for Which Applying: _____

School Name: _____

School Address: _____

Administrator: _____

INSTRUCTIONS TO THE ADMINISTRATOR: *Thank you for taking the time to complete this recommendation candidly so that we can learn about this applicant and his/her family. Your comments are held in the strictest confidence and used exclusively for admissions purposes.*

Name: _____ Title: _____

E-Mail: _____ Telephone: _____

How long have you known the applicant and in what capacity? _____

Has the applicant received any special attention, tutoring, or support services in or out of your school? yes no

If so, please detail: _____

Has the applicant ever been subject to detention, suspension, expulsion, or other disciplinary action? yes no

If so, please detail: _____

Do you anticipate the applicant successfully completing his/her current grade this year? yes no

If not, please detail: _____

What are the first few words that come to mind when thinking about this applicant? _____

Please use your best judgment to rate the applicant:

	Not Recommended	Without Enthusiasm	Fairly Strongly	Strongly	Enthusiastically
Academic Promise:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Character & 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"/>

Applicant's Name: _____

ABOUT THE APPLICANT

- | | | | | |
|-------------------------------|---|---|---|--|
| Academic Achievement | <input type="checkbox"/> below expectations | <input type="checkbox"/> better than tests | <input type="checkbox"/> good | <input type="checkbox"/> outstanding |
| Conduct | <input type="checkbox"/> poor | <input type="checkbox"/> occasional misconduct | <input type="checkbox"/> usually good | <input type="checkbox"/> good |
| Integrity | <input type="checkbox"/> questionable | <input type="checkbox"/> usually trustworthy | <input type="checkbox"/> trustworthy | <input type="checkbox"/> highly developed |
| Consideration for Others | <input type="checkbox"/> rarely considerate | <input type="checkbox"/> usually considerate | <input type="checkbox"/> considerate | <input type="checkbox"/> extremely thoughtful |
| Social Adjustment with Peers | <input type="checkbox"/> relates poorly | <input type="checkbox"/> occasional problems | <input type="checkbox"/> usually relates well | <input type="checkbox"/> healthy relationships |
| Stability | <input type="checkbox"/> easily frustrated | <input type="checkbox"/> seeks much attention | <input type="checkbox"/> somewhat tense | <input type="checkbox"/> stable |
| Responsibility | <input type="checkbox"/> very irresponsible | <input type="checkbox"/> occasional irresponsible | <input type="checkbox"/> usually responsible | <input type="checkbox"/> very responsible |
| Ability to Focus | <input type="checkbox"/> unfocused | <input type="checkbox"/> somewhat unfocused | <input type="checkbox"/> mostly focused | <input type="checkbox"/> very focused |
| Adherence to Instructions | <input type="checkbox"/> regularly has difficulty | <input type="checkbox"/> some difficulty | <input type="checkbox"/> good | <input type="checkbox"/> outstanding |
| Ability to Work Independently | <input type="checkbox"/> can not work independently | <input type="checkbox"/> sometimes independent | <input type="checkbox"/> mostly independent | <input type="checkbox"/> highly independent |
| Motivation to Learn | <input type="checkbox"/> unmotivated | <input type="checkbox"/> somewhat motivated | <input type="checkbox"/> motivated | <input type="checkbox"/> highly motivated |

Please provide any additional comments about the applicant: _____

ABOUT THE FAMILY

- | | | | | |
|---|--|--|---|---------------------------------------|
| Communication with School | <input type="checkbox"/> rarely | <input type="checkbox"/> sometimes | <input type="checkbox"/> usually | <input type="checkbox"/> always |
| Attendance at School Functions | <input type="checkbox"/> rarely | <input type="checkbox"/> sometimes | <input type="checkbox"/> usually | <input type="checkbox"/> always |
| Cooperation with School Rules | <input type="checkbox"/> rarely | <input type="checkbox"/> sometimes | <input type="checkbox"/> usually | <input type="checkbox"/> always |
| Cooperation with Faculty/Administration | <input type="checkbox"/> rarely | <input type="checkbox"/> sometimes | <input type="checkbox"/> usually | <input type="checkbox"/> always |
| Fulfillment of Financial Responsibilities | <input type="checkbox"/> n/a | <input type="checkbox"/> sometimes | <input type="checkbox"/> usually | <input type="checkbox"/> always |
| Participation in School Community | <input type="checkbox"/> never | <input type="checkbox"/> seldom | <input type="checkbox"/> when given opportunity | <input type="checkbox"/> very helpful |
| Participation in Child's Education | <input type="checkbox"/> rarely involved | <input type="checkbox"/> overly involved | <input type="checkbox"/> sometimes involved | <input type="checkbox"/> very helpful |
| Parent Expectations for Student | <input type="checkbox"/> unknown | <input type="checkbox"/> unrealistic | <input type="checkbox"/> somewhat realistic | <input type="checkbox"/> realistic |

Please provide any additional comments about the applicant's family: _____

Would you like us to call you to discuss the applicant in greater detail? yes no

Signature of Administrator _____

Date _____

PLEASE RETURN THIS FORM TO:

Mars Academy Admissions Office Box 572572 Tarzana, CA 91357-2572

THANK YOU !