INSTRUCTIONS TO PARENTS:

Dear Parent: Complete the information requested in the spaces below and give this form with a preaddressed envelope to your child’s principal or school counselor after December 1. This form is confidential and must be sent by the administrator to Viewpoint School.

Please read the following statement and sign this form. I acknowledge that I waive my right to read this confidential evaluation.

INSTRUCTIONS TO ADMINISTRATORS:

Dear Administrator: Viewpoint School is a coeducational, college preparatory day school for students in Kindergarten through Grade Twelve. The School provides an academically enriched, nurturing environment, and promotes the intellectual, emotional, physical, and social growth of children. The Admission Committee seeks to enroll students who will find success in the academic program, who will participate in the School’s community, who possess a high level of motivation, who are of good character, and who demonstrate positive behavior. Your completion of both sides of this evaluation is extremely helpful. It is important to all of us that this child’s next school placement be an appropriate one for both the student and the family. Your observations of this child are important to us. Please know that the professional comments you share are held in STRICTEST CONFIDENCE, and do not become a part of a student’s permanent record. We thank you in advance for the help your comments will provide.

How long have you known this student? ________________________________________________________

In the space below, please share with us your observations about this student’s academic ability, work habits, relationships with peers, classroom behavior, attitude, and emotional maturity. If you need additional space, please attach a separate letter.
__________________________________________________________________________________________
__________________________________________________________________________________________
__________________________________________________________________________________________
__________________________________________________________________________________________

Has this student ever been subject to any serious disciplinary action, suspension, or expulsion from school?  
☐ No  ☐ Yes  If yes, please explain. _____________________________________________________________
__________________________________________________________________________________________
__________________________________________________________________________________________
__________________________________________________________________________________________

RECOMMENDATION

For Academic Promise:  ☐ Not Recommended  ☐ Without Enthusiasm  ☐ Fairly Strongly  ☐ Strongly  ☐ Enthusiastically
For Character and Personal Promise:  ☐ Not Recommended  ☐ Without Enthusiasm  ☐ Fairly Strongly  ☐ Strongly  ☐ Enthusiastically
Recommendation for Admission:  ☐ Not Recommended  ☐ Without Enthusiasm  ☐ Fairly Strongly  ☐ Strongly  ☐ Enthusiastically

Grades One through Five Administrator’s Evaluation
Thank you for taking the time to complete this checklist. For your convenience, a number of local independent schools use a common form for the evaluations. Please feel free to photocopy this completed checklist in the event that this student is applying to more than one school. Though each school may vary in the emphasis it places on the qualities listed below, every school is interested in the descriptive profile of a student which this checklist provides.

This form is accepted by member schools of www.losangelesindependentschools.org

Applicant Information:

+ Academic Achievement
  + below expectations  ○ fair
  + poor  ○ occasional misconduct
  + questionable  ○ usually trustworthy
  + rarely considerate  ○ usually considerate
  + relates poorly  ○ has occasional problems
  + easily frustrated  ○ seeks much attention
  + poor  ○ somewhat tense

+ Conduct
  + rare
  + sometimes
  + usually
  + always

+ Integrity
  + rarely
  + sometimes
  + usually
  + always

+ Consideration of others
  + rarely
  + sometimes
  + usually
  + always

+ Social Adjustment
  + rarely
  + sometimes
  + usually
  + always

+ Stability
  + rarely
  + sometimes
  + usually
  + always

+ Attendance
  + rarely
  + sometimes
  + usually
  + always

Family Information:

+ Communication with school
  + rarely
  + sometimes
  + usually
  + always

+ Attendance at school functions
  + rarely
  + sometimes
  + usually
  + always

+ Cooperation with school rules
  + rarely
  + sometimes
  + usually
  + always

+ Cooperation with faculty & administration
  + rarely
  + sometimes
  + usually
  + always

+ Fulfillment of financial responsibilities
  + n/a
  + sometimes
  + usually
  + always

+ Participation in school community
  + never
  + seldom
  + when given opportunity
  + very helpful

+ Participation in child’s education
  + rarely involved
  + overly involved
  + sometimes involved
  + appropriately involved

+ Parent expectations
  + unknown
  + unrealistic
  + realistic
  + other _____________

Please provide comments about this applicant’s family:

________________________________________________________________________________________

________________________________________________________________________________________

________________________________________________________________________________________

________________________________________________________________________________________

○ Check here if you would like us to call you for further information about this applicant.

Best time to reach you: ______________________________________ Phone: _____________________________________________

Please return this form no later than January 17, 2020 directly to:

Viewpoint School Office of Admission
Attn: Admission Coordinator
23620 Mulholland Highway • Calabasas, CA 91302-2097
818-591-6560 • Fax 818-591-0834 • e-mail: patrick.labov@viewpoint.org

Grades One through Five Administrator’s Evaluation