



# Hawai'i Association of Independent Schools (HAIS)

## Confidential Administrative Reference Report Form | **Grades 6-12**

Parent/Legal Guardian: Please complete the top section of this form and submit to an administrator (principal, dean, counselor, etc.) at your child's school. Include an addressed and stamped envelope to the school(s) to which you would like this evaluation sent. The evaluator will mail these forms directly to that/those school(s).

**Applicant's Name** \_\_\_\_\_ Preferred Name: \_\_\_\_\_  
Last First M.I.

Gender:  M  F Birthdate: \_\_\_\_/\_\_\_\_/\_\_\_\_ Applying for Grade: \_\_\_\_ Applicant's Current School: \_\_\_\_\_

**To Parent/Legal Guardian:** By submitting this evaluation form and your application for consideration by the member of the Hawai'i Association of Independent Schools (HAIS), you hereby release the HAIS school, its employees and representatives, the evaluator and the evaluator's employer from any and all claims and liability that may arise from information provided. All information provided on the attached evaluation form will be held in strictest confidence and will not be shared with students, parents, or guardians. This evaluation will remain confidential and does not become part of the student's permanent academic record.

Date \_\_\_\_/\_\_\_\_/\_\_\_\_ Parent/Legal Guardian's Signature \_\_\_\_\_

How long has the applicant been enrolled in your school? \_\_\_\_\_

How long and in what capacity have you known this applicant? \_\_\_\_\_

To your knowledge, has the applicant:

1. Had any history of serious conduct problems?  Yes  No
2. Ever been expelled or suspended?  Yes  No
3. Had a history of illegal substance use or juvenile delinquency problems (e.g. bullying, fighting, theft, etc.)?  Yes  No
4. Demonstrated any concerns related to academic or personal integrity?  Yes  No

If yes to any of these questions, is this a recurring pattern of behavior?  Yes  No

Please explain providing details and dates: \_\_\_\_\_

To your knowledge, is the applicant's school record a true indication of his/her academic ability, or have outside circumstances interfered with academic achievement?  Yes  No If no, please explain: \_\_\_\_\_

Describe the ways the applicant contributes to your school community (character, citizenship, leadership, athletic or artistic): \_\_\_\_\_

Has the applicant been recognized for outstanding character, citizenship, leadership, athletic or artistic performance?  Yes  Not to my knowledge

If yes, please explain: \_\_\_\_\_

PERSONAL CHARACTERISTICS AND QUALITIES					NOT OBSERVED
Attention span	<input type="checkbox"/> Actively engaged	<input type="checkbox"/> Attentive	<input type="checkbox"/> Variable attention	<input type="checkbox"/> Requires frequent redirection	<input type="checkbox"/>
Attitude toward school	<input type="checkbox"/> Excellent	<input type="checkbox"/> Good	<input type="checkbox"/> Fair	<input type="checkbox"/> Poor	<input type="checkbox"/>
Citizenship	<input type="checkbox"/> Excellent	<input type="checkbox"/> Good	<input type="checkbox"/> Fair	<input type="checkbox"/> Poor	<input type="checkbox"/>
Concern for others	<input type="checkbox"/> Very considerate	<input type="checkbox"/> Usually	<input type="checkbox"/> Occasionally considerate	<input type="checkbox"/> Rarely considerate	<input type="checkbox"/>
Displays appropriate conduct	<input type="checkbox"/> Good conduct	<input type="checkbox"/> Usually good conduct	<input type="checkbox"/> Occasional misconduct	<input type="checkbox"/> Poor conduct	<input type="checkbox"/>
Emotional maturity	<input type="checkbox"/> Very mature	<input type="checkbox"/> Age appropriate	<input type="checkbox"/> Sometimes immature	<input type="checkbox"/> Very immature	<input type="checkbox"/>
Integrity	<input type="checkbox"/> Highly trustworthy	<input type="checkbox"/> Usually	<input type="checkbox"/> Occasionally trustworthy	<input type="checkbox"/> Questionable	<input type="checkbox"/>
Leadership potential	<input type="checkbox"/> Leader	<input type="checkbox"/> Can follow or lead	<input type="checkbox"/> Leads on occasion	<input type="checkbox"/> Rarely leads	<input type="checkbox"/>
Peer relations	<input type="checkbox"/> Role model	<input type="checkbox"/> Healthy relationships	<input type="checkbox"/> Occasional problems	<input type="checkbox"/> Relates poorly	<input type="checkbox"/>
Reaction to criticism/set-backs	<input type="checkbox"/> Excellent	<input type="checkbox"/> Good	<input type="checkbox"/> Fair	<input type="checkbox"/> Poor	<input type="checkbox"/>
Relationships with adults	<input type="checkbox"/> Courteous	<input type="checkbox"/> Usually positive	<input type="checkbox"/> Occasional problems	<input type="checkbox"/> Shows little respect	<input type="checkbox"/>
Responsibility	<input type="checkbox"/> Very responsible	<input type="checkbox"/> Usually responsible	<input type="checkbox"/> Sometimes responsible	<input type="checkbox"/> Rarely responsible	<input type="checkbox"/>
Self-confidence	<input type="checkbox"/> Healthy self-image	<input type="checkbox"/> Needs some support	<input type="checkbox"/> Seems over-confident	<input type="checkbox"/> Poor self-image	<input type="checkbox"/>
Sense of humor	<input type="checkbox"/> Highly developed	<input type="checkbox"/> Good	<input type="checkbox"/> Fair	<input type="checkbox"/> Poorly developed	<input type="checkbox"/>
Spirit of cooperation	<input type="checkbox"/> Consistently cooperates	<input type="checkbox"/> Usually cooperates	<input type="checkbox"/> Occasionally cooperates	<input type="checkbox"/> Rarely cooperates	<input type="checkbox"/>
Warmth of personality	<input type="checkbox"/> Consistently friendly	<input type="checkbox"/> Usually friendly	<input type="checkbox"/> Occasionally friendly	<input type="checkbox"/> Rarely friendly	<input type="checkbox"/>

Please share any additional comments about the applicant's personal characteristics and qualities: \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_

Are absences excessive?  Yes  No Are tardies excessive?  Yes  No If yes to either, please comment: \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_

Parent/Legal Guardian support/involvement (check all that apply):

Meets financial obligations (if applicable)  Cooperative  Follows through with suggestions  Follows school policies and rules

Please describe parental support/involvement: \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_

Thank you for your time and evaluation of this applicant.

May we contact you if we have questions? (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_  
 Phone Email

\_\_\_\_\_  
 Please print or type name

\_\_\_\_\_  
 Please print or type title

\_\_\_\_\_  
 Signature

\_\_\_\_/\_\_\_\_/\_\_\_\_  
 Date