

## Common Recommendation Form

Grades 6–12

Dear Valued Partner in Education,

The Lake Michigan Association of Independent Schools (LMAIS) is a non-profit organization established to promote educational excellence by supporting the interests of independent schools in Illinois and Indiana, building strong relationships among independent schools, and creating innovative opportunities in professional development for the faculty, staff and administrators in independent schools.

Enclosed is a recommendation form that is used by all LMAIS schools (*please reference the last page of this document for a comprehensive list of LMAIS schools*) in determining if the applicant is an appropriate fit for the institution to which the student is applying. This form is only one of many pieces of information used to get to know the applicant. A full report from the applicant's present school is necessary if the student is to be given consideration for admission. Our ability to effectively evaluate this student is helped considerably by your timely and candid insights. **If you feel that this form is not reflective of your school's mission, ethos, or pedagogy, please do not hesitate to provide an alternative assessment of the applicant on school letterhead. All information that you furnish will be kept confidential to the extent the law allows, and will not be retained as a part of the student's permanent record.**

LMAIS has identified the following assessment benchmarks used herein. Please take a moment to review the benchmark headers, as well as their definitions, to ensure accurate and effective completion of the enclosed form.

- **Truly Outstanding:** Exceptional student
- **Excellent:** Exceeds what is developmentally expected for this age group
- **Good:** Sometimes exceeds what is developmentally expected for this age group
- **Average:** Meets what is developmentally expected for this age group
- **Below Average:** Does not exhibit what is developmentally expected for this age group

**The academic recommendation forms should be completed by the child's current homeroom teacher and/or academic specialist. The Principal recommendation form may be completed by the Head of School, Division Head, Guidance Counselor or another appropriate administrator.**

If you have received the recommendation form electronically:

- **DOWNLOAD** the PDF to your desktop;
- **SAVE** and re-name with applicant's name in the title;
- **FILL IN** the appropriate fields;
- **SAVE** the completed form;
- **REVIEW** your saved and completed form to assure all areas have been answered;
- **ATTACH** the completed PDF file to an email and return to the requesting school.

If you have received the recommendation form as paper copy, please complete the form in **black ink**. Retain the original for your files and send a photocopy directly to the requesting school.

On behalf of this student, we thank you for your response.

Sincerely,  
Lake Michigan Association of Independent Schools (LMAIS)

Grades 6–12

# Common Recommendation Form 20 -202

Please complete this recommendation form electronically using Adobe Reader or in black ink. Retain the original for your files. Send the completed PDF form by email or mail the paper copy directly to the requesting school.

If you do not feel that you are the appropriate person to fill out this recommendation form, please sign below and pass it on to the guidance counselor, division head, or homeroom teacher. A similar form will be sent to the student’s English & Math teacher(s).

## PRINCIPAL/HEAD OF SCHOOL COMMENTS

Name of student \_\_\_\_\_ Applicant to grade \_\_\_\_\_

Signature \_\_\_\_\_  
*Principal/Head of School*

Please enclose copies of:

- 1) Grades/reports upon completion of the first trimester or semester of the current academic year
- 2) Recent teacher reports or comments, if any
- 3) Attendance record
- 4) Standardized test scores
- 5) Grades/reports for the previous two years

Form completed by \_\_\_\_\_ Title \_\_\_\_\_

School \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

How long have you known the applicant? \_\_\_\_\_

What are the first three words that come to mind to describe this student?

1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_

Please evaluate the candidate in the following areas by placing a check in the appropriate column.

## ACADEMIC AND PERSONAL QUALITIES

	TRULY OUTSTANDING	EXCELLENT	GOOD	AVERAGE	BELOW AVERAGE	COMMENTS
Academic performance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Creativity and imagination	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Motivation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Ability to organize	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Honesty/integrity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Self-esteem	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Self-discipline	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Leadership	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____

Sensitivity to others' feelings/ respect for individual differences	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Reaction to setbacks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Maturity (relative to age)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Sense of humor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____

Number of students in applicant's entire grade: \_\_\_\_\_

If your school computes class rank, please note student's placement in class or estimated rank (by decile) if exact rank not available. \_\_\_\_\_

Has the student been regular in attendance? \_\_\_\_\_

Is there a problem with tardiness?  Yes  No If yes, please explain.  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Has the student had any recurrent and/or serious disciplinary problems? Briefly explain and note any serious disciplinary action taken.  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Has the student been promoted regularly during her or his school career?  Yes  No If not, please explain.  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

What are the student's strengths?  
 As a student? \_\_\_\_\_  
 As a person? \_\_\_\_\_

In which areas does this student need improvement?  
 As a student? \_\_\_\_\_  
 As a person? \_\_\_\_\_

IS THERE ANY ADDITIONAL INFORMATION THAT WOULD BE HELPFUL TO US IN EVALUATING THIS APPLICANT?  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**PARENT/SCHOOL PARTERSHIP**

Parents are an important part of our relationship with the student. Please share any thoughts you have regarding this applicant's family, including their involvement in your school.  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

To your knowledge, is the parents' perception of their child compatible with the school's understanding of the child? Please comment.  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Which word(s) best describe the parents in regard to their child?

1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_

Please explain.

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Are you aware of any circumstances that may affect the student's life at school? Please explain.

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Have the parents/guardians partnered effectively with your school regarding COVID related curricular/learning transitions? Even if the parents disagreed with the structure of the program, were they respectful in their interactions with teachers and school administrators?

Yes  No

Feel free to elaborate on your response below.

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Signature \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_

If we have additional questions, may we contact you?  Yes  No

If yes, email: \_\_\_\_\_ Phone \_\_\_\_\_

**Again, thank you for your time and the helpful information you have provided.**

## Lake Michigan Association of Independent Schools (LMAIS)

Return form(s) to the requesting school(s) as indicated by the parent(s)/guardian(s). I

For additional information contact: [fcaron39@comcast.net](mailto:fcaron39@comcast.net).

### THE ANCONA SCHOOL

4770 S. Dorchester Avenue  
Chicago, IL 60615-2023 | (773) 924-2356  
[admissions@anconaschool.org](mailto:admissions@anconaschool.org)  
[www.anconaschool.org](http://www.anconaschool.org)

### THE AVERY COONLEY SCHOOL

1400 Maple Avenue  
Downers Grove, IL 60515-4849  
(630) 969-0800 x7213  
[admission@averycoonley.org](mailto:admission@averycoonley.org)  
[www.averycoonley.org](http://www.averycoonley.org)

### BAKER DEMONSTRATION SCHOOL

201 Sheridan Road  
Wilmette, IL 60091-3452 | (847) 425-5800  
[admissions@bakerdemschool.org](mailto:admissions@bakerdemschool.org)  
[www.bakerdemschool.org](http://www.bakerdemschool.org)

### BEACON ACADEMY

1574 Sherman Avenue  
Evanston, IL 60201-4422 | (224) 999-1177  
[admissions@beaconacademyil.org](mailto:admissions@beaconacademyil.org)  
[www.beaconacademyil.org](http://www.beaconacademyil.org)

### BERNARD ZELL ANSHE EMET DAY SCHOOL

3751 N. Broadway Street  
Chicago, IL 60613-4104 | (773) 572-1236  
[admissions@bernardzell.org](mailto:admissions@bernardzell.org)  
[www.bernardzell.org](http://www.bernardzell.org)

### BRICKTON MONTESSORI SCHOOL

8622 W. Catalpa Avenue  
Chicago, IL 60656-1116 | (773) 714-0646  
[info@brickton.org](mailto:info@brickton.org)  
[www.brickton.org](http://www.brickton.org)

### CATHERINE COOK SCHOOL

226 W. Schiller Street  
Chicago, IL 60610-1808 | (312) 266-3381  
[admission@ccookschool.org](mailto:admission@ccookschool.org)  
[www.catherinecooks.school.org](http://www.catherinecooks.school.org)

### CHIARAVALLE MONTESSORI SCHOOL

425 Dempster Street  
Evanston, IL 60201-4706 | (847) 864-2190  
[admission@chiaravalle.org](mailto:admission@chiaravalle.org)  
[www.chiaravalle.org](http://www.chiaravalle.org)

### CHICAGO ACADEMY FOR THE ARTS

1010 W. Chicago Avenue  
Chicago, IL 60642-5414 | (312) 421-0202  
[jphelan@chicagoartsacademy.org](mailto:jphelan@chicagoartsacademy.org)  
[www.chicagoacademyforthearts.org](http://www.chicagoacademyforthearts.org)

### CHICAGO CITY DAY SCHOOL

541 W. Hawthorne Place  
Chicago, IL 60657-2922 | (773) 327-0900  
[office@chicagocitydayschool.org](mailto:office@chicagocitydayschool.org)  
[www.chicagocitydayschool.org](http://www.chicagocitydayschool.org)

### CHICAGO JEWISH DAY SCHOOL

3730 N. California Avenue  
Chicago, IL 60618-3604 | (773) 271-2700  
[cstarkcope@chicagojewishdayschool.org](mailto:cstarkcope@chicagojewishdayschool.org)  
[www.chicagojewishdayschool.org](http://www.chicagojewishdayschool.org)

### CHICAGO WALDORF SCHOOL

5200 N. Ashland Avenue  
Chicago, IL 60640-2032 | (773) 465-2371  
[lgrenholm@chicagowaldorf.org](mailto:lgrenholm@chicagowaldorf.org)  
[www.chicagowaldorf.org](http://www.chicagowaldorf.org)

### COUNTRYSIDE DAY SCHOOL

1985 Pfingsten Road  
Northbrook, IL 60062-5853 | (847) 498-1105  
[info@countrysideday.org](mailto:info@countrysideday.org)  
[www.countrysideday.org](http://www.countrysideday.org)

### ELGIN ACADEMY

350 Park Street  
Elgin, IL 60120-4455 | (847) 695-0303  
[admissions@elginacademy.org](mailto:admissions@elginacademy.org)  
[www.elginacademy.org](http://www.elginacademy.org)

### FOREST RIDGE ACADEMY

7300 Forest Ridge Drive  
Schererville, IN 43675-3350 | (219) 756-7300  
[tpanos@fra.edu](mailto:tpanos@fra.edu)  
[www.fra.edu](http://www.fra.edu)

### FRANCES XAVIER WARDE SCHOOL

751 N. State Street  
Chicago, IL 60654-3835 | (312) 268-2543  
[admissions@fxw.org](mailto:admissions@fxw.org)  
[www.fxw.org](http://www.fxw.org)

### FRANCIS W. PARKER SCHOOL

330 W. Webster Avenue  
Chicago, IL 60614-3820 | (773) 797-5107  
[admission@fwparker.org](mailto:admission@fwparker.org)  
[www.fwparker.org](http://www.fwparker.org)

**HYDE PARK DAY SCHOOL****Chicago Campus**

6254 S. Ellis Avenue  
(773) 420-2550

**Northfield Campus**

1980 Old Willow Road  
(847) 446-7025

**Lemont Campus**

13860 Main Street  
(630) 296-1229  
admissions@hydeparkday.org  
www.hydeparkday.org

**LAKE FOREST ACADEMY**

1500 W. Kennedy Road  
Lake Forest, IL 60045-1047 | (847) 615-3267  
admissions@lfanet.org  
www.lfanet.org

**LAKE FOREST COUNTRY DAY SCHOOL**

145 S. Green Bay Road  
Lake Forest, IL 60045-3053 | (847) 615-6151  
admission@lfcds.org  
www.lfcds.org

**LA LUMIERE SCHOOL**

6801 N. Wilhelm Road  
La Porte, IN 46350-8627 | (219) 326-7450  
admissions@lalumiere.org  
www.lalumiere.org

**LATIN SCHOOL OF CHICAGO**

59 W. North Boulevard  
Chicago, IL 60610-1492 | (312) 582-6060  
admissions@latinschool.org  
www.latinschool.org

**LYCÉE FRANÇAIS DE CHICAGO**

1929 W. Wilson Avenue  
Chicago, IL 60640-5208 | (773) 665-0066  
admissions@lyceechicago.org  
www.lyceechicago.org

**MORGAN PARK ACADEMY**

2153 W. 111th Street  
Chicago, IL 60643-3917 | (773) 881-6700  
admissions@morganparkacademy.org  
www.morganparkacademy.org

**NEAR NORTH MONTESSORI SCHOOL**

1434 W. Division Street  
Chicago, IL 60642-3778 | (773) 384-1434  
admissions@nnms.org  
www.nnms.org

**NORTH PARK ELEMENTARY SCHOOL**

2017 W. Montrose Avenue  
Chicago, IL 60618-1713 | (773) 327-3144  
npesadmissions@npeschool.org  
www.npeschool.org

**NORTH SHORE COUNTRY DAY SCHOOL**

310 Green Bay Road  
Winnetka, IL 60093-4094 | (847) 441-3313  
admissions@nscds.org  
www.nscds.org

**QUEST ACADEMY**

500 N. Benton Street  
Palatine, IL 60067-3564 | (847) 202-8035  
admission@questacademy.org  
www.questacademy.org

**ROGERS PARK MONTESSORI SCHOOL**

1800 W. Balmoral Avenue  
Chicago, IL 60640-1002 | (773) 271-1700  
jeinstein@rpms.org  
www.rpms.org

**ROYCEMORE SCHOOL**

1200 Davis Street  
Evanston, IL 60201-2467 | (847) 866-6055  
aavery@roycemoreschool.org  
www.roycemoreschool.org

**SACRED HEART SCHOOLS:****THE ACADEMY FOR GIRLS AND  
HARDEY PREPARATORY FOR BOYS**

6250 N. Sheridan Road  
Chicago, IL 60660-1730 | (773) 681-8436  
admissions@shschicago.org  
www.shschicago.org

**SCIENCE & ARTS ACADEMY**

1825 Miner Street  
Des Plaines, IL 60016-4778 | (847) 827-7880  
admissions@scienceandartsacademy.org  
www.scienceandartsacademy.org

**SOLOMON SCHECHTER DAY SCHOOL OF  
METROPOLITAN CHICAGO**

3210 Dundee Road  
Northbrook IL 60062-2341 | (847) 498-2100  
hillary.dunn@schechter.org  
www.schechter.org

**UNIVERSITY OF CHICAGO  
LABORATORY SCHOOLS**

1362 E. 59th Street  
Chicago, IL 60637-1793 | (773) 702-9451  
admissions@ucls.uchicago.edu  
www.ucls.uchicago.edu

**WOLCOTT COLLEGE PREP**

524 N. Wolcott Avenue  
Chicago, IL 60622-6256 | (312) 610-4900  
rspro@wolcottschool.org  
www.wolcottschool.org

**WOODLANDS ACADEMY OF THE SACRED HEART**

760 East Westleigh Road  
Lake Forest, IL 60045-3263 | (847) 234-4300 x250  
admissions@woodlandsacademy.org  
www.woodlandsacademy.org