

## Private School Recommendation Student Directions

In order to assist you with your private school recommendation/transcript requests, we ask that you please follow these instructions:

- You received one or more forms from each school to which you are applying. Please fill out any student information requested. If a parent signature is required, please make sure your parents have signed prior to submitting your forms. You are going to give this (these) to Ms. Herrera in the office, along with any other information or directions; again, please give/send us any directions necessary. It is important that you speak with Ms. Herrera directly. Do not just “drop off” paperwork without talking to her or Mrs. Oh directly.
  
- Please give us a business size envelope for EACH school to which you are applying. Address each envelope to the appropriate school. Place TWO stamps in the right hand corner (we will be sending all of your paperwork in one envelope). Put the Foothills address in the left hand corner:  

Foothills Middle School  
171 E. Sycamore Ave.  
Arcadia, CA. 91006
  
- If you have forms that need to be filled out by teachers, please give those directly to the teachers (not to the office). Include a stamped envelope, addressed to the appropriate school, with the Foothills address in the left hand corner.
  
- All materials (except teacher recommendations) need to be turned in to Ms. Herrera in the Foothills office. We ask that you give us at least 2 weeks notice to fill out your paperwork.
  
- If you have any questions, please let us know. We will process your forms in as timely a manner as we possibly can. Some dates cannot be moved (semester grades, transcripts), so please be patient with us. If you need us to communicate with any of your school, we can definitely do that.

**Applicant's last name:**

**First name:**

**Student ID:**

**Student Self-Evaluation Form**

*Your parents have recently asked the office to complete a transcript/test records request or recommendation for a private school that you are applying to. In order for us to complete your request with the most accurate information possible, please take a few minutes to complete the following. This should be completed by the **APPLICANT, NOT** the applicant's parents. If you would rather type your responses on a separate sheet, you may do so, as long as each question is answered thoughtfully and completely.*

1. Please list all school related activities you are currently taking part in, or have done in the recent past. Include when the activities have taken place and how long you have been involved. (Example: WEB, band, clubs at school, etc.)

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2. Please list all the activities that you are currently taking part in, or have done in the recent past outside of school. Include when the activities have taken place and how long you have been involved. (Example: Private art class, Music, Boy Scouts, Enrichment summer class, sports, volunteer work, etc)

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3. Please list any honors or awards that you have earned since the beginning of middle school, including awards from school or outside of school. If you are in 6th grade, please indicate awards from 5th grade as well. (Example: Honor roll, Highlander of the quarter, Reflections, etc)

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4. How do you spend your free time?

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5. Why do you want to go to a private school?

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6. Please list anything else that I should know about you before completing your recommendation.

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7. What are 3 words you would use to describe yourself?

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**Complete chart on the next page.**

**Applicant's last name:**

**First name:**

**Student ID:**

**Applicant must complete the form below**

	Poor	Average	Good	Excellent	N/A
Academic Commitment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Intellectual Curiosity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Critical & Abstract Thinking skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to Work & Act Independently	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to Work Cooperatively	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to Organize & Communicate ideas	<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"/>
Self Confidence	<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"/>
Motivation	<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"/>
Leadership Potential	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Personal Conduct & Integrity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Concern for Others	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
General level of Maturity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>