

Common Recommendation Form

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.

- **Area of Strength:** Exceeds what is developmentally expected for this age group
- **Age Appropriate:** Meets what is developmentally expected for this age group
- **Progressing Towards Age Appropriate:** Is nearing what is developmentally expected for this age group
- **Area of Concern:** Does not exhibit what is developmentally expected for this age group
- **N/A:** Not applicable to this age group

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)

Nursery School, Junior Kindergarten, Senior Kindergarten

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.

TEACHER COMMENTS

Name of student _____ Birth date (mm/dd/yyyy) _____

Applicant to: 3-yr-old program 4-yr-old program/JK 5-yr-old program/SK Mixed age program

Parent(s) name(s) _____

Address _____ City _____ State _____ Zip _____ Phone _____

(If known): Language spoken at home _____ Does child speak other languages? _____

School/Daycare _____ Entry date _____

Address _____ City _____ State _____ Zip _____

Student attends program: _____ days per week, _____ hours each day.

Student/Teacher ratio in your classroom: _____ Class Size: _____

Teacher's name _____ Class _____

How long have you known the applicant? _____ In what capacity? _____

Submitted by _____ Date _____

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

1. _____ 2. _____ 3. _____

The items below ask for your sense of this student's emotional and social growth, intellectual development and relationships within the school community. Please evaluate the candidate in the following areas by placing a check in the appropriate column.

EXPRESSIVE DEVELOPMENT

	AREA OF STRENGTH	AGE APPROPRIATE	PROGRESSING TO AGE APPROPRIATE	AREA OF CONCERN	N/A	COMMENTS
Expresses ideas in four- to six-word sentences	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Communicates using appropriate verbal skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Articulates clearly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Exhibits a growing vocabulary	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Organizes thoughts before speaking	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Verbally follows a conversation and is able to respond appropriately	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____

RECEPTIVE DEVELOPMENT

	AREA OF STRENGTH	AGE APPROPRIATE	PROGRESSING TO AGE APPROPRIATE	AREA OF CONCERN	N/A	COMMENTS
Listens attentively and follows directions/requests	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Understands classroom routines	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Follows multi-step directions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____

SOCIAL/EMOTIONAL DEVELOPMENT

	AREA OF STRENGTH	AGE APPROPRIATE	PROGRESSING TO AGE APPROPRIATE	AREA OF CONCERN	N/A	COMMENTS
Separates from parents/caregivers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Communicates and expresses needs and feelings appropriately	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Shows empathy and caring for others	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Demonstrates the capacity to form friendships	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Respects and cooperates with adults	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Resolves conflicts verbally	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Seeks help when necessary	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Shows an ability to cope with frustration	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Demonstrates self-confidence	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Demonstrates cooperative attitude and skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Demonstrates the ability to share	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Demonstrates an ability to delay gratification	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Shows leadership skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Accepts responsibility for actions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Understands/follows social cues	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Shows an ability to work independently	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Participates in group activity (i.e. circle time)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Accepts limits and redirection	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Demonstrates flexibility with changes in routine	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Transitions appropriately between activities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____

INTELLECTUAL DEVELOPMENT

	AREA OF STRENGTH	AGE APPROPRIATE	PROGRESSING TO AGE APPROPRIATE	AREA OF CONCERN	N/A	COMMENTS
Shows eagerness and curiosity as a learner	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Exhibits problem solving skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____

Uses classroom materials purposefully and respectfully	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Completes one task before starting another	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Demonstrates an appropriate attention span (self-chosen activity)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Demonstrates an appropriate attention span (assigned activity)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Initiates pretend play on own or with peers when appropriate	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____

PERSONAL DEVELOPMENT

	AREA OF STRENGTH	AGE APPROPRIATE	PROGRESSING TO AGE APPROPRIATE	AREA OF CONCERN	N/A	COMMENTS
Dresses self (puts on/takes off coat, shoes, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Demonstrates independence and self-reliance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Toilet training	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____

PHYSICAL DEVELOPMENT

	AREA OF STRENGTH	AGE APPROPRIATE	PROGRESSING TO AGE APPROPRIATE	AREA OF CONCERN	N/A	COMMENTS
Sense of body in space	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Impulse control	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Ability to self-regulate during highly stimulating activities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Small motor coordination	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Gross motor coordination	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____

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

PARENT/SCHOOL PARTNERSHIP

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 words best describe the parents in regard to their child?

1. _____ 2. _____ 3. _____

Please explain.

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

Signature _____ 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). | For additional information contact: fcaron39@comcast.net.

THE ANCONA SCHOOL

4770 S. Dorchester Avenue
Chicago, IL 60615-2023 | (773) 924-2356
admissions@anconaschool.org
www.anconaschool.org

THE AVERY COONLEY SCHOOL

1400 Maple Avenue
Downers Grove, IL 60515-4849
(630) 969-0800 x7213
admission@averycoonley.org
www.averycoonley.org

BAKER DEMONSTRATION SCHOOL

201 Sheridan Road
Wilmette, IL 60091-3452 | (847) 425-5800
admissions@bakerdemschool.org
www.bakerdemschool.org

BEACON ACADEMY

1574 Sherman Avenue
Evanston, IL 60201-4422 | (224) 999-1177
admissions@beaconacademyil.org
www.beaconacademyil.org

BERNARD ZELL ANSHE EMET DAY SCHOOL

3751 N. Broadway Street
Chicago, IL 60613-4104 | (773) 572-1236
admissions@bernardzell.org
www.bernardzell.org

BRICKTON MONTESSORI SCHOOL

8622 W. Catalpa Avenue
Chicago, IL 60656-1720 | (773) 714-0646
info@brickton.org
www.brickton.org

CATHERINE COOK SCHOOL

226 W. Schiller Street
Chicago, IL 60610-1808 | (312) 266-3381
admission@ccookschool.org
www.catherinecookschool.org

CHIARAVALLE MONTESSORI SCHOOL

425 Dempster Street
Evanston, IL 60201-4706 | (847) 864-2190
admission@chiaravalle.org
www.chiaravalle.org

CHICAGO ACADEMY FOR THE ARTS

1010 W. Chicago Avenue
Chicago, IL 60642-5414 | (312) 421-0202
jphelan@chicagoartsacademy.org
www.chicagoacademyforthearts.org

CHICAGO CITY DAY SCHOOL

541 W. Hawthorne Place
Chicago, IL 60657-2922 | (773) 327-0900
office@chicagocitydayschool.org
www.chicagocitydayschool.org

CHICAGO WALDORF SCHOOL

5200 N. Ashland Avenue
Chicago, IL 60640-2032 | (773) 465-2371
enrollment@chicagowaldorf.org
www.chicagowaldorf.org

COUNTRYSIDE DAY SCHOOL

1985 Pflugsten Road
Northbrook, IL 60062-5853 | (847) 498-1105
info@countrysideday.org
www.countrysideday.org

ELGIN ACADEMY

350 Park Street
Elgin, IL 60120-4455 | (847) 695-0303
admissions@elginacademy.org
www.elginacademy.org

FOREST RIDGE ACADEMY

7300 Forest Ridge Drive
Schererville, IN 46375-3350 | (219) 756-7300
tpanos@fra.edu
www.fra.edu

FRANCES XAVIER WARDE SCHOOL

751 N. State Street
Chicago, IL 60654-3835 | (312) 268-2558
admissions@fxw.org
www.fxw.org

FRANCIS W. PARKER SCHOOL

330 W. Webster Avenue
Chicago, IL 60614-3820 | (773) 797-5107
admission@fwparker.org
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
info@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
mhildebrandt@scienceandartsacademy.org
www.scienceandartsacademy.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 SCHOOL

524 N. Wolcott Avenue
Chicago, IL 60622-6256 | (312) 610-4900
rspiro@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