



Saint Mark Lutheran School
K a n e o h e, H a w a i i

TEACHER REFERENCE REPORT - Grades 2 - 12

TO THE PARENT / GUARDIAN:

1. Please complete the first line on the reverse side. Please print or type.
2. Submit *Teacher Reference Report* to **two** of the applicant's present teachers in the academic areas of English, math, social studies, science or language. If the applicant currently has only one teacher, give the second form to last year's teacher. This report need not be submitted until **after January 1**.
3. Provide the teacher who will be completing the *Teacher Reference Report* with a stamped envelop addressed to:

*Saint Mark Lutheran School
45-725 Kamehameha Hwy.
Kaneohe, HI 96744*

4. The information on this reference report will be held in strict confidence and will be used only for admission purposes.

I hereby give my permission to release the information that is requested on the TEACHER REFERENCE REPORT regarding my child, _____, for the purpose of admission to Saint Mark Lutheran School.

Signature of Parent / Guardian

Date

TO THE TEACHER:

We sincerely appreciate your willingness to complete the *Teacher Reference Report* for this applicant. The parent / guardian is aware that any information you supply will be held in strict confidence.

Your evaluation of the student should be made **after January 1** and returned directly to Saint Mark Lutheran School **before February 10**. If you have any questions, please feel free to contact our office at (808)247-5589.

HAWAII ASSOCIATION OF INDEPENDENT SCHOOLS

Common Teacher Reference Report – Grades 2-12

Applicant's Name _____ Grade Applying _____
Last First Middle

Class Level: Accelerated _____ High _____ Average _____ Low _____ Heterogeneous _____

Subject and/or Grade _____ Self-contained Yes No

Please check (✓) the appropriate rating. N/A (not applicable) may be used in areas where there is insufficient information.

Academic Qualities

Motivation (effort, drive)	•	•	
	rare	moderate	maximum
Ability to work alone	•	•	
	needs help frequently	needs help occasionally	works well
Homestudy habits	•	•	
	never completes assignments	completes assignments	does more than expected
Participation in discussion	•	•	
	contributes when called on	volunteers occasionally	joins in readily
Ability to express ideas orally	•	•	
	has some difficulty	good	exceptionally good
Use of time	•	•	
	poor	average	excellent
Organization of work	•	•	
	poor	average	excellent
Follows direction	•	•	
	needs much explanation	needs occasional help	responds quickly

Personal Qualities

Leadership potential	•	•	
	a follower	occasionally seeks opportunities	natural leader
Classroom conduct	•	•	
	poor	average	excellent
Cooperates with adults	•	•	
	rarely	usually	always
Personal/social adjustment	•	•	
	relates poorly with others	fluctuating relationships with peers; generally happy person	healthy self image; healthy peer relationships
Ability to work in a group	•	•	
	rarely	usually	always
Consideration of others	•	•	
	rarely	usually	always
Takes initiative	•	•	
	rarely	usually	always
Fulfills responsibilities	•	•	
	rarely	usually	always
Uses suggestions or corrections	•	•	
	rarely	usually	always

We appreciate additional observations about this applicant. _____

Print or Type Name _____ Teacher's Signature _____

School _____ School Phone # _____ Date _____

All HAIS schools accept this common form. Check the reverse side for date that completed form is due.