



**St. Scholastica's College, Manila**

**2560 Leon Guinto St., Malate, Manila**

Tel. No. (02) 567-7686 to 89 Loc. 168/169 \*Fax No. (02)559-6348

Email: [sscadmit@ssc.edu.ph](mailto:sscadmit@ssc.edu.ph) \*Website: <http://www.ssc.edu.ph>



**TO THE PRINCIPAL/ADVISER:**

*The Grade School Committee on Admissions would like to request for your cooperation in providing accurate and objective assessment of the applicants whose name appears below. This recommendation should be mailed to this address: ADMISSIONS OFFICE, ST. SCHOLASTICA'S COLLEGE, 2560 Leon Guinto Street, Malate, Manila or hand-carried personally. The envelope should be sealed and countersigned across the flap by the recommending party. This information will be held in STRICT CONFIDENCE.*

**TO THE APPLICANT:** Please accomplish the needed information below and give the form to the School Principal or Adviser. Provide the recommending party with an envelope.

**COMPLETE NAME:** \_\_\_\_\_  
Last First Middle

**HOME ADDRESS:** \_\_\_\_\_  
\_\_\_\_\_ **TEL. #** \_\_\_\_\_

**AGE:** \_\_\_\_\_ **GRADE LEVEL:** \_\_\_\_\_ **LEVEL APPLYING FOR:** \_\_\_\_\_

**SCHOOL:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_ **TEL. #** \_\_\_\_\_

**GRADE SCHOOL RECOMMENDATION FORM  
GRADES 2-6**

1. How long and in what capacity have you known the applicant?

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

2. Academic Potential:

SUPERIOR  ABOVE AVERAGE  AVERAGE  BELOW AVERAGE  POOR

3. In class of \_\_\_\_\_ students, where would you rank her academically? \_\_\_\_\_

This is based on:

TOP 10%  UPPER 25%  MIDDLE 50%  LOWER 25%

1<sup>st</sup> Quarter  2<sup>nd</sup> Quarter  3<sup>rd</sup> Quarter  4<sup>th</sup> Quarter

4. What are the strengths of the applicants?

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

5. What area does the applicant needs to improve on?

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

6. Using the scale below, please rate the applicant on the following characteristics.

	Superior	Above Average	Average	Below Average	Poor
Emotional stability					
Honesty and integrity					
General conduct					
Motivation					
Leadership qualities					
Obedience to school rules					
Work habits					
Attendance & punctuality					

7. The applicant can express herself in:

ENGLISH  TAGALOG  BOTH

ORALLY  IN WRITTEN FORM  BOTH

8. Has the applicant been subjected to any disciplinary action?

MISCONDUCT:  YES  NO      ACADEMIC PROBLEM:  YES  NO

IF YES, PLEASE EXPLAIN:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

IS THE APPLICANT READY FOR THE GRADE LEVEL SHE IS APPLYING FOR?

YES  NO  NOT SURE

PLEASE STATE REASON FOR TRANSFER TO ANOTHER SCHOOL:

\_\_\_\_\_

\_\_\_\_\_

### YOUR RECOMMENDATION

<i>The applicant is:</i>	NOT RECOMMENDED	RECOMMENDED with RESERVATION	RECOMMENDED	STRONGLY RECOMMENDED
For ACADEMIC PROMISE				
For CHARACTER and PERSONAL PROMISE				
OVERALL				

NAME (please print): _____	SIGNATURE: _____
POSITION: _____	
CONTACT #: _____	DATE: _____