



Cebu International School

P.O. Box 735, Pit-os, Cebu City, Philippines 6000

(+63 32) 261 0247 www.cis.edu.ph

RECOMMENDATION FORM

(for Grades 11 to 12 Applicants)

Name of Applicant: _____ Grade Level Applied: _____

To whom it may concern:

We wish to inform you that the child named above is seeking admission to the Cebu International School, Pit-os (CIS), Cebu City, Philippines. CIS offers courses from Preschool 3 to Grade 12. Please complete this form, seal in an envelope and hand it to the parent/guardian. You may also scan and e-mail to tmontillano@cis.edu.ph

Thank you very much for your cooperation and assistance.

The School Registrar

I – Please tick the box that best describes the student.

Key: E=Excellent; G =Good; S=Satisfactory; B=Below minimum requirement; NA=Not Applicable

	Excellent	Good	Satisfactory	Below Min Requirement	Not Applicable
ORGANIZATION					
Prepared for class: necessary materials					
Follows instructions					
Uses time effectively					
Meets deadlines					
Maintains organized and useful notes					
Punctual					
Reviews the syllabus (course) material					
COMMUNICATION					
Listens with focus					
Asks questions to enhance learning					
Expresses ideas orally					
Writing and Speaking: expresses ideas with clarity					
Writing: uses effective structures					
Presents using a variety of methods					
Uses APA citation accurately					
Writing: proof-reads work					
TRANSFER					
Cooperates effectively in a team					
Uses inquiry strategies					
Uses problem-solving strategies					
Demonstrates research skills					
Makes connections					
ICT Skills					
PERSONAL LEARNING					
Shows initiative					
Shows positive attitude to learning/self-motivated					

Uses reflection to improve learning					
Responsible					
Respectful					
Is prepared to be a risk-taker					
Works independently					
Submits neat work					
Uses criteria descriptors as a guide to learning					
Uses technology wisely					

II – Personality Traits. Please circle the word/s that best describes the student.

- | | | | | |
|-----------------|-----------------|----------------|------------------|--------------------|
| Assertive | Anxious | Articulate | Self disciplined | Easily discouraged |
| Confident | Conscientious | Disobedient | Follower | Manipulative |
| Helpful | Honest | Influential | Irritable | Passive-aggressive |
| Motivated | Negative leader | Over-protected | Perfectionist | Cheerful |
| Positive leader | Responsible | Self-centered | Shy | |
| Social | Vivacious | Well-liked | Other: _____ | |

III – Kindly answer the following questions briefly:

- How long have you known this student? _____
- Is the student eligible for promotion to the next grade level? _____
- Is the student involved in extra activities in school, such as:
 ___ production ___ band ___ choir ___ sports/varsity or school teams
 ___ Yearbook ___ Student Council ___
 other, please specify: _____
- Does this applicant have any outstanding abilities or significant limitations that impact school performance? ___yes; ___no Please explain below:

- Please comment on this student’s reading and writing skills (consider reading comprehension, vocabulary, grammar, mechanics and creativity)

- What Math course is this student enrolled in? _____
 What level of course: ___Remedial ___Regular ___Advanced ___Advanced Ability
 What is the suggested math placement for next school year? _____
- Are you aware of any additional learning or behavioral support that has been provided to this student or if a condition exists so that it may be required? (IEP, learning disability, counseling, etc.) ___yes;
 ___no Please explain below:

8. Additional comments about this child's strengths and weaknesses, learning style, social skills, an/or personal qualities:

9. Has this student been involved in any major disciplinary action at your school? (e.g. suspension and other serious offences) Please cite incidents.

IV – Please provide copies of any professional assessments.

May we contact you for further information? ____ Yes ____ No

Name: _____

Position: _____

Contact Information:

E-Mail: _____ Landline/Mobile Phone No. _____

Signature/Date Signed

*Affix school
seal here*