



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 9 to 10 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 2 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, or fax to telephone number 63-32 261-0247 EXT 217.

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 course material					
COMMUNICATION					
Listens with focus					
Asks questions to enhance learning					
Expresses ideas orally					
Expresses written ideas					
Presents using a variety of methods					
Uses APA citation					
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*