



CONFIDENTIAL RECOMMENDATION FORM
Current School Principal/Guidance Counselor
for candidates to Grades Seven through Nine
to be completed by a school administrator

Name of applicant: _____ Application for grade: _____

Fay School is a junior preparatory school comprised of 475 students. Day students are enrolled in Kindergarten through grade nine, and boarding students are enrolled in grades 7-9. Our children come from many different towns, states, and countries. We offer a broad, balanced, and challenging academic program and a wide range of competitive sports, arts, and extracurricular activities. Although Fay may have interviewed this applicant, the Admission Committee depends upon and values personal assessments in its application review process. We are grateful to you for candidly sharing your thoughts with us. Please be assured that all information will remain confidential and will not be kept as part of the student's permanent record.

Please attach:

- Final or mid-semester grades from the current school year (*must be included*)
- Grades from the previous school year, if available
- Standardized or educational testing reports, if available

How well do you know the applicant academically? _____ as a person? _____

School serves grades _____ to _____. Number of students in entire school _____. In what month does your school year begin? _____ end? _____

Are students placed in sections according to ability? ☐ Yes ☐ No If yes, please tell us in which level the applicant is placed for each subject.

If the applicant is not, or has not been, in good academic standing, please explain. _____

What three words immediately come to mind to describe the applicant?

Please comment on the applicant's character, citizenship, and contributions to your school community. _____

Please indicate any activities in which you know the candidate has participated with distinction. _____

Are you aware of any particular circumstances that might affect the applicant's life at Fay School? _____

What is the candidate's rank in their grade? ☐ top 10% ☐ top 25% ☐ top 50% ☐ top 75% ☐ bottom 25% ☐ I do not know

Please check marks at the points that represent your evaluation of the student in comparison to other students in their age group whom you have taught or advised.

	One of the top few I have ever encountered	Excellent (top 10% this year)	Good (above average)	Average	Below average	No basis for judgment
Academic Potential						
Academic Achievement						
Intellectual Curiosity						
Effort/Determination						
Ability to work independently						
Organization						
Creativity						
Willingness to take intellectual risks						
Concern for others						
Honesty/Integrity						
Self-esteem						
Maturity (relative to age)						
Responsibility						
Respect accorded by faculty						
Respect accorded by peers						
Emotional stability						
Overall evaluation as a person						
Overall evaluation as a student						

If the applicant is relatively strong or weak in any areas listed above, please elaborate.

Considering all aspects of this candidate, how do you recommend them for admission to Fay School?

☐ strongly ☐ moderately ☐ with reservation* ☐ do not recommend* (*Please explain below.)

Additional comments: _____

Has the student ever been dismissed, suspended, placed on probation, or received other serious disciplinary sanctions? ☐ Yes ☐ No

Has the student withdrawn from school voluntarily for an extended period of time for other than reasons of health? ☐ Yes ☐ No

If the answer to either or both of these questions is yes, please provide a full explanation on a separate piece of paper.

Name (please print) _____ Title _____ Date _____

Employer _____ Phone _____ Email _____

School/Address _____

I have known this child for _____ years _____ months. My relationship has been that of _____

May we contact you for further information about this candidate? ☐ Yes ☐ No

Please send this completed form directly to Fay School's Office of Admission at 48 Main Street, Southborough, MA 01772.

You may also submit via email to admission@fayschool.org or via fax to 508.481.7872.

Thank you! The information you have provided on this applicant is confidential and will enable a more informed decision.