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This form should be filled out by the classroom teacher and returned directly to the United School of Tokyo by e-mail (admissions@united-school.jp) or post (United School of Tokyo, Kijima Bldg., Tomigaya 2-21-10, Shibuya-ku, Tokyo 151-0063, Japan).

This Letter of Reference will be kept strictly confidential. The applicant will not have access to this form or the information provided within it.

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| Student Information |
| Student’s Name: | Current Grade: |
| Name and address of current school: |
| Name and title of person completing this form: |
| e-mail: | Tel number: |
| How long has the applicant been enrolled at your school?  |

|  |
| --- |
| General Information |
| Student’s first language |
| Competency in English (for non-native English speakers)⬜ beginner ⬜ intermediate ⬜ advanced ⬜ near-native |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Social skills | Excellent | Good  | Developing | Limited |
| Relations with peers |  |  |  |  |
| Integrity |  |  |  |  |
| Honesty |  |  |  |  |
| Consideration for others  |  |  |  |  |
| Compassion |  |  |  |  |
| Self-control |  |  |  |  |
| Leadership potential |  |  |  |  |
| Politeness |  |  |  |  |
| Sense of responsibility |  |  |  |  |
| Sense of humor |  |  |  |  |
| Emotional maturity |  |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Work skills | Excellent | Good  | Developing | Limited |
| Motivation |  |  |  |  |
| Determination |  |  |  |  |
| Organizational skills |  |  |  |  |
| Ability to work independently |  |  |  |  |
| Ability to work in a group |  |  |  |  |
| Completes tasks on time |  |  |  |  |
| Class participation |  |  |  |  |
| Follows directions |  |  |  |  |
| Takes initiative |  |  |  |  |
| Attention span |  |  |  |  |
| Fine motor skills |  |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Academic skills | Outstanding | Grade standard  | Approaching | Below standard |
| Critical thinking |  |  |  |  |
| Intellectual curiosity |  |  |  |  |
| Creativity |  |  |  |  |
| Academic potential |  |  |  |  |
| Reading skills |  |  |  |  |
| Writing skills  |  |  |  |  |
| Math skills |  |  |  |  |

**Administrative record**

1. Please describe the applicant’s major strengths

1. Please describe areas where the applicant shows greatest needs

1. Please indicate if the applicant had received any academic assistance

⬜ None ⬜ ESL assistance ⬜ Learning support

⬜ Speech therapy ⬜ Occupational therapy ⬜ Behavior management plan

⬜ IEP ⬜ Gifted and talented ⬜ Individual/Family counseling

1. Please indicate the applicant’s general attendance record:

⬜ Excellent attendance ⬜ Usually attends ⬜ Often absent ⬜ Often late

1. Has the student ever been: Suspended? ⬜Yes ⬜No Expelled? ⬜ Yes ⬜ No
2. Has the student ever been Involved in any serious incident? ⬜ Yes ⬜ No

1. Has the student received any special awards at school? (If yes, provide details) ⬜ Yes ⬜ No

1. Does the student’s family provide sufficient support at home? ⬜ Always ⬜ Usually ⬜ Seldom

1. Does the student’s family get involved in school life/events/PTA etc? ⬜ Always ⬜ Usually ⬜ Seldom

1. Please write any additional information that, in your opinion, might be relevant/useful:

I hereby certify that the above information is complete, true and accurate to the best of my knowledge. My signature below verifies that this is either the original document or a true photocopy.

Signature Date