

Teacher/Administrator Reference Report

To the Teacher and/or Administrator: If the applicant is known to you, your personal comments and impressions regarding his/her academic growth would be sincerely appreciated. The parent/guardian is aware that any information you supply is used for admissions purposes only and will not be shared with the applicant or family. Should you have any questions, please contact RMCA at 303-652-9162 or info@rmcaonline.org.

Teacher/Administrator name: _____

Position _____ Signature _____

Name of Applicant: _____ Date: _____

School: _____ Grade: _____

Class Level (circle one, if applicable): Accelerated High Average Low/Remedial

Please check the appropriate rating along a continuum. N/A (not applicable) may be used in areas where there is insufficient data or experience with the applicant.

Academic Qualities			
Motivation (effort, drive)	_____	_____	_____
	Rare	Moderate	Maximum
Ability to work alone	_____	_____	_____
	Needs help frequently	Needs help occasionally	Works efficiently
Home study habits	_____	_____	_____
	Rarely completes work	Completes assignments	Does more than expected
Participation in discussion	_____	_____	_____
	Contributes when called	Volunteers occasionally	Joins in readily
Use of time	_____	_____	_____
	Poor	Average	Excellent
Organization of work	_____	_____	_____
	Poor	Average	Excellent
Follows directions	_____	_____	_____
	Needs much explanation	Needs occasional help	Responds quickly

Personal/Relational Qualities			
Leadership potential	A follower	Occasionally leads	A natural leader
Classroom conduct	Poor	Average	Excellent
Cooperates with adults	Rarely	Usually	Always
Personal/social adjustment	Relates poorly w/ others	Fluctuates; generally healthy	Healthy self-image
Ability to work in a group	Rarely	Usually	Always
Consideration of others	Rarely	Usually	Always
Takes initiative	Rarely	Usually	Always
Fulfills responsibilities	Rarely	Usually	Always
Uses suggestions/corrections	Rarely	Usually	Always

We appreciate any additional observations about this candidate. Please include any additional comments as would be helpful.

Please mail or fax this form to:

RMCA
Attn: Admissions
9447 Niwot Road
Niwot, CO 80503
Office Number: 303-652-9162
Fax Number: 303-301-7999