



Hawai'i Association of Independent Schools (HAIS)

Confidential Administrative Reference Report Form | **Grades 6-12**



Parent/Legal Guardian: Please fill out this section and deliver this form to your child's teacher. Include an addressed and stamped envelope to Ho`ala School 1067A California Ave., Wahiawa, HI 96786. The evaluator will mail these forms directly to Ho`ala School.

Applicant's Name _____ Preferred Name: _____
Last First M.I.

Gender: M F Birthdate: ____/____/____ Applying for Grade: ____ Applicant's Current School: _____

To Parent/Legal Guardian: By submitting this evaluation form and your application for consideration by the member of the Hawai'i Association of Independent Schools (HAIS), you hereby release the HAIS school, its employees and representatives, the evaluator and the evaluator's employer from any and all claims and liability that may arise from information provided. All information provided on the attached evaluation form will be held in strictest confidence and will not be shared with students, parents, or guardians. This evaluation will remain confidential and does not become part of the student's permanent academic record.

Date ____/____/____ Parent/Legal Guardian's Signature _____

How long has the applicant been enrolled in your school? _____

How long and in what capacity have you known this applicant? _____

To your knowledge, has the applicant:

- Had any history of serious conduct problems? Yes No
- Ever been expelled or suspended? Yes No
- Had a history of illegal substance use or juvenile delinquency problems (e.g. bullying, fighting, theft, etc.)? Yes No
- Demonstrated any concerns related to academic or personal integrity? Yes No

If yes to any of these questions, is this a recurring pattern of behavior? Yes No

Please explain providing details and dates: _____

To your knowledge, is the applicant's school record a true indication of his/her academic ability, or have outside circumstances interfered with academic achievement? Yes No If no, please explain: _____

Describe the ways the applicant contributes to your school community (character, citizenship, leadership, athletic or artistic): _____

Has the applicant been recognized for outstanding character, citizenship, leadership, athletic or artistic performance? Yes Not to my knowledge

If yes, please explain: _____

PERSONAL CHARACTERISTICS AND QUALITIES					NOT OBSERVED
Attention span	<input type="checkbox"/> Actively engaged	<input type="checkbox"/> Attentive	<input type="checkbox"/> Variable attention	<input type="checkbox"/> Requires frequent redirection	<input type="checkbox"/>
Attitude toward school	<input type="checkbox"/> Excellent	<input type="checkbox"/> Good	<input type="checkbox"/> Fair	<input type="checkbox"/> Poor	<input type="checkbox"/>
Citizenship	<input type="checkbox"/> Excellent	<input type="checkbox"/> Good	<input type="checkbox"/> Fair	<input type="checkbox"/> Poor	<input type="checkbox"/>
Concern for others	<input type="checkbox"/> Very considerate	<input type="checkbox"/> Usually	<input type="checkbox"/> Occasionally considerate	<input type="checkbox"/> Rarely considerate	<input type="checkbox"/>
Displays appropriate conduct	<input type="checkbox"/> Good conduct	<input type="checkbox"/> Usually good conduct	<input type="checkbox"/> Occasional misconduct	<input type="checkbox"/> Poor conduct	<input type="checkbox"/>
Emotional maturity	<input type="checkbox"/> Very mature	<input type="checkbox"/> Age appropriate	<input type="checkbox"/> Sometimes immature	<input type="checkbox"/> Very immature	<input type="checkbox"/>
Integrity	<input type="checkbox"/> Highly trustworthy	<input type="checkbox"/> Usually	<input type="checkbox"/> Occasionally trustworthy	<input type="checkbox"/> Questionable	<input type="checkbox"/>
Leadership potential	<input type="checkbox"/> Leader	<input type="checkbox"/> Can follow or lead	<input type="checkbox"/> Leads on occasion	<input type="checkbox"/> Rarely leads	<input type="checkbox"/>
Peer relations	<input type="checkbox"/> Role model	<input type="checkbox"/> Healthy relationships	<input type="checkbox"/> Occasional problems	<input type="checkbox"/> Relates poorly	<input type="checkbox"/>
Reaction to criticism/set-backs	<input type="checkbox"/> Excellent	<input type="checkbox"/> Good	<input type="checkbox"/> Fair	<input type="checkbox"/> Poor	<input type="checkbox"/>
Relationships with adults	<input type="checkbox"/> Courteous	<input type="checkbox"/> Usually positive	<input type="checkbox"/> Occasional problems	<input type="checkbox"/> Shows little respect	<input type="checkbox"/>
Responsibility	<input type="checkbox"/> Very responsible	<input type="checkbox"/> Usually responsible	<input type="checkbox"/> Sometimes responsible	<input type="checkbox"/> Rarely responsible	<input type="checkbox"/>
Self-confidence	<input type="checkbox"/> Healthy self-image	<input type="checkbox"/> Needs some support	<input type="checkbox"/> Seems over-confident	<input type="checkbox"/> Poor self-image	<input type="checkbox"/>
Sense of humor	<input type="checkbox"/> Highly developed	<input type="checkbox"/> Good	<input type="checkbox"/> Fair	<input type="checkbox"/> Poorly developed	<input type="checkbox"/>
Spirit of cooperation	<input type="checkbox"/> Consistently cooperates	<input type="checkbox"/> Usually cooperates	<input type="checkbox"/> Occasionally cooperates	<input type="checkbox"/> Rarely cooperates	<input type="checkbox"/>
Warmth of personality	<input type="checkbox"/> Consistently friendly	<input type="checkbox"/> Usually friendly	<input type="checkbox"/> Occasionally friendly	<input type="checkbox"/> Rarely friendly	<input type="checkbox"/>

Please share any additional comments about the applicant's personal characteristics and qualities: _____

Are absences excessive? Yes No Are tardies excessive? Yes No If yes to either, please comment: _____

Parent/Legal Guardian support/involvement (check all that apply):

Meets financial obligations (if applicable) Cooperative Follows through with suggestions Follows school policies and rules

Please describe parental support/involvement: _____

Thank you for your time and evaluation of this applicant.

May we contact you if we have questions? (_____) _____ - _____
Phone Email

Please print or type name

Please print or type title

Signature

_____/_____/_____
Date