

## Letter of Reference

**To parents:** This form should be filled out by a teacher who knows your child well and returned to us directly from the Admissions Office by email [summerschool@sistokyo.jp](mailto:summerschool@sistokyo.jp) or fax: +81-(0)3-6433-1532.

**To teachers:** SIS will appreciate receiving your independent evaluation of the below-mentioned applicant, noting his/her limitation as well as strength. This Letter of Reference is essential for us to reach an admission decision and it will be kept strictly confidential. We thank you for your honest and valuable assistance in filling out this form.

Name of student:

Name of current school:

Current grade:

School phone:

E-mail:

Name and title of person completing this form:

How long have you known the student? :

### English Language

- |             |  |   |  |   |
|-------------|--|---|--|---|
| 1. Writing  | <input type="checkbox"/> above grade level | <input type="checkbox"/> at grade level | <input type="checkbox"/> below grade level | <input type="checkbox"/> very below grade level |
| 2. Reading  | <input type="checkbox"/> above grade level | <input type="checkbox"/> at grade level | <input type="checkbox"/> below grade level | <input type="checkbox"/> very below grade level |
| 3. Speaking | <input type="checkbox"/> above grade level | <input type="checkbox"/> at grade level | <input type="checkbox"/> below grade level | <input type="checkbox"/> very below grade level |

### Social Skills

- |                              |   |  |  |   |
|------------------------------|---|--|--|---|
| 1. Peer relations            | <input type="checkbox"/> Role model       | <input type="checkbox"/> Contribute occasionally | <input type="checkbox"/> Wants to dominate   | <input type="checkbox"/> Rarely Contributes   |
| 2. Relationships with adults | <input type="checkbox"/> Courteous        | <input type="checkbox"/> Usually positive        | <input type="checkbox"/> Occasional Problems | <input type="checkbox"/> Shows little respect |
| 3. Concern for others        | <input type="checkbox"/> Very considerate | <input type="checkbox"/> Considerate             | <input type="checkbox"/> Usually considerate | <input type="checkbox"/> Rarely considerate   |
| 4. Attitude towards school   | <input type="checkbox"/> Excellent        | <input type="checkbox"/> Good                    | <input type="checkbox"/> Fair                | <input type="checkbox"/> Poor                 |

### Personal Qualities

- |                          |   |  |  |   |
|--------------------------|---|--|--|---|
| 1. Integrity             | <input type="checkbox"/> Highly trustworthy | <input type="checkbox"/> Trustworthy         | <input type="checkbox"/> Usually trustworthy     | <input type="checkbox"/> Questionable       |
| 2. Warmth of personality | <input type="checkbox"/> Always friendly    | <input type="checkbox"/> Usually friendly    | <input type="checkbox"/> Occasionally friendly   | <input type="checkbox"/> Rarely friendly    |
| 3. Spirit of cooperation | <input type="checkbox"/> Always cooperates  | <input type="checkbox"/> Cooperates          | <input type="checkbox"/> Occasionally cooperates | <input type="checkbox"/> Poor cooperation   |
| 4. Self control          | <input type="checkbox"/> Excellent          | <input type="checkbox"/> Good                | <input type="checkbox"/> Fair                    | <input type="checkbox"/> Poor               |
| 5. Leadership potential  | <input type="checkbox"/> Leader             | <input type="checkbox"/> Can follow or lead  | <input type="checkbox"/> Leads on occasion       | <input type="checkbox"/> Rarely leads       |
| 6. 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    |
| 7. Responsible           | <input type="checkbox"/> Very responsible   | <input type="checkbox"/> Usually responsible | <input type="checkbox"/> Sometimes responsible   | <input type="checkbox"/> Rarely responsible |
| 8. Emotional maturity    | <input type="checkbox"/> Very mature        | <input type="checkbox"/> Age appropriate     | <input type="checkbox"/> Sometimes immature      | <input type="checkbox"/> Very immature      |



Areas in which the applicant has the greatest strengths:

Areas in which the applicant has the greatest needs:

Indicate whether the student has any issues that we should be aware of:

Have the student's parent been cooperative and supportive in working with the school?

Does student need SEN? Please explain

If early years student, is s/he fully toilet trained ?

---

I certify that the above information is complete, true and accurate to the best of my knowledge.

Name:

Date:

Contact email: