

HAWAII ASSOCIATION OF INDEPENDENT SCHOOLS

Common Teacher Reference Report – Grades 2-12

(Please return completed form after December 1)

Applicant's Name _____ Grade Applying _____
Last First Middle

Class Level: Accelerated _____ High _____ Average _____ Low _____ Heterogeneous _____

Subject and/or Grade _____ Self-contained Yes No

Please check (✓) the appropriate rating. N/A (not applicable) may be used in areas where there is insufficient information.

Academic Qualities

Motivation (effort, drive)	•	•	
	rare	moderate	maximum
Ability to work alone	•	•	
	needs help frequently	needs help occasionally	works well
Homestudy habits	•	•	
	never completes assignments	completes assignments	does more than expected
Participation in discussion	•	•	
	contributes when called on	volunteers occasionally	joins in readily
Ability to express ideas orally	•	•	
	has some difficulty	good	exceptionally good
Use of time	•	•	
	poor	average	excellent
Organization of work	•	•	
	poor	average	excellent
Follows direction	•	•	
	needs much explanation	needs occasional help	responds quickly

Personal Qualities

Leadership potential	•	•	
	a follower	occasionally seeks opportunities	natural leader
Classroom conduct	•	•	
	poor	average	excellent
Cooperates with adults	•	•	
	rarely	usually	always
Personal/social adjustment	•	•	
	relates poorly with others	fluctuating relationships with peers; generally happy person	healthy self image; healthy peer relationships
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 or corrections	•	•	
	rarely	usually	always

We appreciate additional observations about this applicant. _____

Print or Type Name _____ Teacher's Signature _____

School _____ School Phone # _____ Date _____

All H AIS schools accept this common form. Check the reverse side for date that completed form is due.



HAWAII BAPTIST ACADEMY TEACHER REFERENCE REPORT

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TO THE PARENT/GUARDIAN:

Please type or print the information requested on the first line of the reverse side.

To encourage candid and helpful evaluation by those who write references on your applicant's behalf, the Admissions Committee requests that you execute the waiver below prior to giving this form to your child's teacher for processing. The information on the Teacher Reference Report is strictly confidential and will not be shared with you or anyone beyond the Hawaii Baptist Academy Admissions Committee.

I hereby give my permission to release the information that is requested on the Teacher Reference Report regarding my child, _____,
for the purpose of admission to Hawaii Baptist Academy.

Signature of Parent/Guardian

Date

Please give this Teacher Reference Report to your child's current teacher in December.

For students applying to grades 2-4, one Reference Report is required.

For students applying to grades 5-12, two Reference Reports are required:

- One from a current English/Language Arts teacher.
- One from a current Math teacher, or if your child has one teacher, give the second form to your child's previous year's teacher.

Please provide a stamped envelope addressed to:

Grades 2-6

Director of Admissions
Hawaii Baptist Academy
21 Bates Street
Honolulu, Hawaii 96817
Ph: (808) 536-6830 or 524-5477
Fax: (808) 524-8193

Grades 7-12

Director of Admissions
Hawaii Baptist Academy
2429 Pali Highway
Honolulu, Hawaii 96817
Ph: (808) 595-7585 or 595-6301
Fax: (808) 595-6354

TO THE TEACHER:

We appreciate your willingness to complete the Teacher Reference Report for this student, who is an applicant for admission to Hawaii Baptist Academy. We regard your professional evaluation of this child as a part of the criteria used in considering his/her application. **Any information you supply will be held in strict confidence.** Your evaluation of the student should be made after December 1st and mailed directly to Hawaii Baptist Academy.

- **Grades 7-12: Submit by February 10.**
- **Grades K-6: Submit by March 1.**
- If you receive this form after the above deadlines, please submit within 7 days.