



## CONFIDENTIAL RECOMMENDATION FORM - Grades 1 to 4

Name of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_ Current Grade Level: \_\_\_\_\_

### Instructions for Completing the ISM Confidential Recommendation Form

- The student who is named above has applied for admission to International School Manila (ISM), Philippines. ISM is an inclusive, independent, international school for expatriate and globally mobile students.
- The student's parents have signed a digital waiver on the ISM online application form allowing exchange of information to and from ISM and the student's current and previous schools, as well as the release of all student records. Please answer all questions on this form. Mark N/A if the question does not apply.
- You may complete the form collaboratively with colleagues, however, you will be the primary reference ISM Admissions will contact in case more information is needed.
- The insights you provide will help us determine how best to support this child's learning and social-emotional needs. Feel free to add additional information as necessary. We value your input and assure you that all information will be kept confidential.
- Thank you in advance for taking the time and effort to complete this recommendation.

Please email this form directly to the Director of Admissions at International School Manila:  
[admissions@ismanila.org](mailto:admissions@ismanila.org)

### Social-Emotional Development According to Same-Age Peers

○ = Never   ● = 1 = Occasionally   ● = 2 = Usually   ● = 3 = Always   ● = N/A = Not Applicable

Learning Skills and Dispositions	0	1	2	3	N/A
Works independently					
Completes assigned tasks in a timely manner					
Works collaboratively in groups					
Successfully uses conflict resolution skills in social settings					
Exhibits the capacity to take perspective					
Is willing to take risks and try new things					
Seeks help when needed					
Respectful and courteous toward children and adults					
Can focus, attend and manage distractions					
Asks and answers reflective questions					
Exhibits self-regulation skills (naming emotions, deep breathing, persisting, inhibitory/impulse control, etc....)					

### Academic Skills According to Same-Age Peers

ND = Needs Development ● AA = Age Appropriate ● EE = Exceeds Age Expectations ● N/A = Not Applicable

Skill Area	ND	AA	EE	N/A
Mathematics: sense of number				
Mathematics: computation				
Mathematics: problem-solving				
Writing: spelling and phonetic development				
Writing: organization of ideas				
Reading: decoding and fluency				
Reading: comprehension				
Reading: for pleasure				

What is the child's current reading level and which system are you using to determine this (i.e., Level C - Fountas and Pinnell)?

### Other Developmental Skills According to Same-Age Peers

ND = Needs Development ● AA = Age Appropriate ● EE = Exceeds Age Expectations ● N/A = Not Applicable

Skill Area	ND	AA	EE	N/A
Fine motor and/or handwriting skills				
Gross motor and/or large movement skills				
Articulation				
Oral Communication: receptive (comprehension of instructions)				
Oral Communication: expressive (fluency, clarity of expression)				

### Intervention/Support Services

C = Currently ● P = Previously ● R = Recommended ● N/A = Not Applicable

Services	C	P	R	N/A
English as an Additional Language (EAL)				
Formal Learning Support Services				
Occupational Therapy				
Physical Therapy				
Speech and Language Therapy				
School Counseling				
External Counseling				
Behavior Management Plan/Support				
Identified as Gifted and Talented				
Comprehensive Educational Assessment				

Please provide information regarding the frequency of services offered and general context with regard to the areas of need.

Separate to formal intervention/support services, are there any classroom accommodations that have been particularly helpful for this student?

## Social-Emotional and Child Safeguarding

Question	Yes	No
Has the student missed more than 15 days of school in one academic year?		
Has the student's behavior been identified as regularly unsafe to others?		
Has the student received disciplinary action from the school (i.e. suspension, probation, removal from school)?		
To your knowledge, have there been any child safeguarding concerns about this student or their family?		
Are there any custody arrangements or concerns that the school will need to be aware of or consider?		
Is the student in good standing and eligible to re-enroll in your school for the next grade level?		

If you've answered 'yes', please provide additional context to that area of need in the box below or check the following box if you prefer to be contacted by phone:  YES, please contact me by phone

Phone Number: \_\_\_\_\_ Best time to call (your time zone): \_\_\_\_\_

### Reference Insights

Are you collaborating with another professional to fill in this form? How long have you, or other professionals completing the form with you, known the student and in what capacity?

Please discuss the child's personal qualities, strengths, special talents and growth areas.

Please note any family considerations that may impact the student's learning.

### Overall Recommendation

Question	Recommended with Full Confidence	Recommended	Recommended with Concern
Considering all of the information you shared, how do you recommend this applicant for admission to International School Manila? Please check one option.			

Name: _____	Position: _____
Email: _____	How long have you known the student? _____
School Name: _____	School Location (City, Country): _____
Signature: _____	Date: _____
Alternative Contact: _____	