



Notes to parents/caregivers of applicant: Request that at least one teacher completes this form. Teachers must return this form directly to the International School of Havana.

Notes to teachers: Information from teachers is extremely valuable to our Admissions Department in determining if the International School of Havana is an appropriate setting for a student. Based on your professional judgment, please complete this form and return it to us at your earliest convenience. Your response will remain confidential. If any question does not apply to this student, please mark "N/A".

Applicant's Name(s) and Surnames(s): _____

Date of Birth (Month/Day/Year) __ / __ / ____ School: _____

Teacher's Name: _____ Last Grade completed _____

The International School of Havana offers two diploma possibilities to its students. The International Baccalaureate Diploma is a rigorous program of academic study with course requirements often comparable to first year university courses. The ISH Diploma Programme runs parallel with the International Baccalaureate Diploma Programme, allowing flexibility for students with different aims, abilities and educational experiences.

We want to ensure that students admitted to our school are counseled and placed appropriately. We would highly appreciate that you were clear and thorough in your responses to the following questions:

In what capacity have you known the applicant?

How long have you known the applicant?

Is this student following the most academically rigorous program of study at your school?



What, if any, of the student's courses are being modified in any way and/or where, if at all, is the student receiving extra support beyond the classroom to meet any of his or her course expectations?

Please evaluate the applicant relation to other students in your school, by placing an "X" in the appropriate box.

ACADEMIC QUALITIES	Excellent	Good	Average	Below Average	Poor	No Evidence
Academic Potential						
Academic Achievement						
Clarity & Organization of Written work						
Motivation and Drive						
Intellectual Curiosity						
Study Habits						
Reading Comprehension						
Oral Expression						
Ability to work independently						
Ability to work in groups						
Reading Speed						
Effort and Persistence						

PERSONAL QUALITIES	Excellent	Good	Average	Below Average	Poor	No Evidence
Honesty / Integrity						
Emotional stability						
Self-confidence/self esteem						
Tolerance for differences						
Level of Maturity						
Responsibility						
Personal Behaviour						
Respect for others						
Leadership						
Relationship with peers						
Relationship with adults						
Ability to learn from his/her own mistakes						



If you checked "Below Average" for any qualities mentioned above, please explain.

What words come to your mind when describing the applicant's major strengths and areas for development?

Please describe any disciplinary, emotional, behavioral or other concerns regarding this applicant

Is this student enrolled in any special programmes? Please bring information about the level of services provided (i.e. hours per day/week, pull-out or inclusion, etc.)

PROGRAMME	COMMENTS
Diagnosed learning disability	
Educational / Psychological	
Speech / Language	
English as an Additional Language	
Counselling / Individual Behaviour	
Gifted / Talented	

Has this student been recommended for and/or exited from any special programmes? If yes, please comment.

Has this student been retained in the past? If yes, please comment.



Has any testing been done that would assist us in assessment and placement? If so, what?

Please include any additional information about the applicant's character, performance, and potential as a student. If you know of any special talents or activities, please describe.

Comments

Please provide an outline of what is studied in the student's math course and the topics which are already completed:

Math courses are expected students to be skillful with manipulation of algebraic expressions, recognition of patterns and problem solving and background in arithmetic, algebra, geometry, trigonometry, probability and statistics. If math classes are offered by ability groups/levels please indicate at what level, this student has been placed.

Please provide the current or most recent reading list for the student's English course. Indicate which texts have been studied to date and which texts would normally be studied by the end of the year.



Our program is delivered in English and students are expected to complete an Extended Essay of 4,000 words in a chosen area, as well as to study Literature and be able to write extended analytical and comparative responses under exam conditions for the IB. To what extent does this student's program of study with you emphasize longer writing tasks and how capable do you think this student would be in undertaking such tasks?

Please enclose a recent teacher-assessed writing sample from the student. The piece may be selected by the student but we ask that you explain the conditions under which the work was undertaken (timed, through drafting process, etc.)

Is there any additional information that can be better conveyed in a phone conversation?

___ YES ___ NO

If we need further information, may we contact you?

___ YES ___ NO

I recommend this student for admission to ISH:

Enthusiastically	Strongly	Without reservations	With reservations	Not at all

The International School of Havana appreciates the time you have taken to complete this recommendation. Please email this confidential recommendation form directly to the Admissions Office of ISH at admissions@ish.co.cu.

Referee by: _____ Position: _____

Email Address: _____ Signature: _____

Date: _____

