

# ENGLISH TEACHER RECOMMENDATION for INTERNATIONAL STUDENTS

For Grades 6-12 and Post Graduate applicants.

This recommendation may be completed online ([www.hpa.edu/recommendation](http://www.hpa.edu/recommendation)).

TO BE COMPLETED  
AND MAILED BY  
THE ENGLISH TEACHER



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*For applicants whose first language is NOT English.*

Hawai'i Preparatory Academy is a K-12 & PG coeducational boarding and day school located on Hawai'i Island. The basic requirement for admission to HPA is evidence of academic achievement, peer compatibility, independence, maturity, and motivation. We value our multicultural student body and seek to bring together a community of learners from all parts of the world.

### TO INTERNATIONAL STUDENT:

Please complete this section then give this form to your current English teacher along with an envelope addressed to the HPA Office of Admission. The English teacher must send the completed form directly to HPA.

Applicant's name: \_\_\_\_\_ Applying for grade: \_\_\_\_\_

School currently attending: \_\_\_\_\_

Applicant's signature: \_\_\_\_\_ Date: \_\_\_\_\_

### TO PARENT OR GUARDIAN:

Please read this statement and sign below:

*I hereby give permission to release information about the applicant for the purpose of applying for admission to Hawai'i Preparatory Academy. I understand that all information provided as part of this recommendation is confidential and that this information will not be shared with me or released to any other school or agent.*

Parent or guardian's signature: \_\_\_\_\_ Date: \_\_\_\_\_

### TO ENGLISH TEACHER:

The above-named student has chosen you to submit a recommendation as part of his/her application to Hawai'i Preparatory Academy. If English is the applicant's first language, please complete the regular English Teacher Recommendation. Please send completed recommendation form to HPA in a sealed envelope. If you have questions, please contact our office.

How long have you known the applicant? \_\_\_\_\_

### GENERAL INFORMATION

How often does class meet each week? \_\_\_\_\_ How long is each class? \_\_\_\_\_

How much class time is spent:

Speaking English \_\_\_\_\_% Reading English \_\_\_\_\_% Writing English \_\_\_\_\_% Listening to English being spoken \_\_\_\_\_%

## ENGLISH TEACHER RECOMMENDATION for INTERNATIONAL STUDENTS (continued)

### SPEAKING AND UNDERSTANDING CONVERSATION

After engaging applicant in at least five minutes of active English conversation, trying to push the student to the highest level of English possible; check the appropriate description of the student's ability to speak and understand English.

Please check the most appropriate level (check only one):

- Student can understand little or no conversation and is unable to respond to even basic questions.
- Student has an understanding of simple English sentences and is able to respond, even if only in words or phrases. Grammar and sentence construction is poor, but is fairly understandable.
- Student can understand much more than he/she can communicate (understands complex sentences, but usually responds in simple sentences), but is understandable for the majority of the conversation. Generally sticks to basic answers. Some errors with more complex sentence structure, but understandable.
- Student can understand most of the conversation. Student can go beyond basic answers and elaborate his/her thoughts. He/she has a strong vocabulary base and can use this to explain what he/she is trying to communicate. Very few errors in sentence structure. Easily understandable.
- Student possesses near fluency. Few or no errors in sentence structure. Can respond to difficult questions, demonstrating knowledge of abstract terms and idiomatic expressions. Has no difficulty communicating in English.

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### WRITING

When asked to write a short essay (15-20 sentences in length) stating an opinion or describing an experience about his/her school, town, country, sports, interests, etc., he/she (you may also use a past homework assignment of similar length to answer this question):

- Writes only words or phrases and some basic sentences. Meaning is unclear.
- Writes incomplete, short, or basic sentences using limited vocabulary. Meaning is somewhat unclear.
- Writes only simple sentences using basic vocabulary. Frequent grammatical errors and very irregular sentence structure, but meaning is clear.
- Writes simple and complex sentences. Evidence of strong vocabulary. Some grammatical errors and awkward sentence structure but meaning is clear. Attempts to organize writing in paragraph form.
- Writes with near fluency using a variety of sentence structures and vocabulary. Few or no grammatical errors and good use of English sentence structure. Writing is organized into paragraph form.

How many hours of writing homework is the applicant assigned each week? \_\_\_\_\_

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*Do not write below this line*

Applicant's name: \_\_\_\_\_

## ENGLISH TEACHER RECOMMENDATION for INTERNATIONAL STUDENTS (continued)

**READING COMPREHENSION – Please comment on the student's reading comprehension. If necessary, have the student read an article from an English newspaper, magazine, or a homework reading assignment.**

Based on your evaluation of the applicant's reading comprehension, the applicant:

- Understands none of the passage and is not able to read any of the sentences.
- Understands only the simplest words and can explain little or none of the passage's meaning. Understands 1-4 out of every 10 words.
- Understands the key vocabulary and can explain the basic idea of the passage. Understands 4-6 out of every 10 words.
- Understands the general meaning of the passage. Can answer information questions. Understands 7-8 out of every 10 words.
- Understands and explains the meaning of the passage completely. Can answer inference and analytical questions. Understands at least 9 out of every 10 words.

What texts or novels are read in English for this class? \_\_\_\_\_

How many hours of reading homework is the applicant assigned each week? \_\_\_\_\_

Comments: \_\_\_\_\_

How would you rate the applicant in the following areas:

	EXCELLENT	VERY GOOD	GOOD	FAIR	POOR	COMMENTS
Spelling						
Grammar						
Writing mechanics						
Reading comprehension						
Writing ability						
Original ideas						
Critical thinking ability						

What percent of the time does the applicant exhibit the skills/behaviors/attitude listed below? Please indicate your response with an "X."

	PERCENT	0	25	50	75	100
<b>ACADEMIC SKILLS:</b>						
Intellectual curiosity						
Academic potential						
Academic achievement						
Creativity/imagination						
Analytical/problem-solving ability						
Ability to work without supervision						
Organizational skills/time management						
Willingness to take risks						
Willingness to participate in class						
Appropriately articulates with adequate vocabulary						
Cognizant of academic patterns and connections						
Reads independently at or above grade level						
Uses learned concepts in a variety of academic tasks						

*Do not write below this line*

Applicant's name: \_\_\_\_\_

## ENGLISH TEACHER RECOMMENDATION for INTERNATIONAL STUDENTS (continued)

	PERCENT	0	25	50	75	100
<b>SOCIAL AND EMOTIONAL BEHAVIOR:</b>						
Chooses to do what is right despite peer pressure						
Makes compromises with peers when necessary						
Relates to adults and peers						
<b>WORK HABITS AND ATTITUDE:</b>						
Shows initiative						
Listens and follows directions						
Uses time wisely						
Makes responsible choices						
Works independently to resolve questions before seeking help						
<b>PERSONAL QUALITIES:</b>						
Integrity/honesty						
Willingness to live within the rules						
Self-esteem						
Self-discipline						
Receptivity to others' ideas						
Participation as a team member						
Reacts to setbacks in a constructive manner						
Acceptance of advice or criticism						
Appreciation of cultural differences						
Concern for others						
Warmth of personality						
Emotional stability						
Maturity (relative to age)						

The information requested here is used in the admission process only and, if accepted, will not become part of the applicant's student record.

On a separate sheet, please provide as much detail about the applicant as possible with respect to the following: 1) Academic readiness, 2) Strengths/weaknesses/areas of concern, 3) Social/behavioral commendations or concerns, 4) Level of parental support for the child and/or school policies, and 5) Other relevant information that could be helpful in determining if the applicant is a good fit for HPA.

Overall, do you recommend the applicant to Hawai'i Preparatory Academy?

Enthusiastically  Confidently  With Reservations  Not recommended

Printed name of teacher: \_\_\_\_\_ Title: \_\_\_\_\_

Name of school: \_\_\_\_\_

School address: \_\_\_\_\_

May we contact you for additional information?  Yes  No The best days/times to reach me are: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Do not write below this line