



NAGA PAROCHIAL SCHOOL

Cor. Ateneo Ave. & Bagumbayan Sur, Naga City
(054)473-36-04 / 473-36-03

To the Parent/Guardian of the Pupil/Students Applicant: Please write your son's/daughter's name on the form and give it to his/her School Principal/Guidance Counselor. Provide a letter envelope with your son's/daughter's name and remind the Principal/Guidance Counselor to return the accomplished Recommendation Form to you in a sealed envelope with his/her signature on the flap. Submit the sealed Recommendation Form together with the other admission credentials to the Registrar's Office. Unsealed envelope will not be accepted. Thank you.

To the School Principal/ Guidance Counselor: This pupil/student wishes to transfer to our school. Please provide us with an objective evaluation of his/her academic performance and behavior to help us determine whether to accept him/her or not in our school and at the same time address specific concerns in case he/she is accepted. Kindly fill-out this form and print legibly all information needed. Give this to the parent/guardian of the pupil/student in a sealed envelope with your signature on the flap. Thank you.

RECOMMENDATION FORM FOR TRANSFEREES

Name of Pupil/Student Applicant _____
First
Middle
Last

School Last Attended _____
School's Name

Address of Previous School Attended _____

Previous Grade Level _____ Applying for Incoming Grade _____ SY _____

A. ACADEMIC PERFORMANCE

Excellent
 Very Satisfactory
 Satisfactory
 Acceptable
 Unsatisfactory

- What are the talents or strengths of the pupil/student – applicant in terms of his/her academic performance?

- What do you consider as the pupil/student - applicant's weaknesses in terms of his/her academic performance?

B. QUALITIES/CHARACTER TRAITS

Please check the column that corresponds to the qualities/character traits of the pupil/student-applicant.

	Excellent	Very Satisfactory	Satisfactory	Acceptable	Unsatisfactory
Honest and Trustworthy					
Humble					
Courteous					
Friendly and Sociable					
Punctual					
Shows interest and actively participates in religious and other school activities					
Shows self-reliance and dependability					
Works to capacity					
Shows leadership and willingness to serve school and community					
Observe school rules					

1. What do you consider as the pupil/student-applicant's strengths in terms of his/her behavior or character traits?

2. What do you consider as the pupil/student-applicant's weaknesses in terms of his/her behavior or character traits?

3. Does the applicant have a disciplinary case in your school? Yes No

If YES, what sanctions were given? _____

4. Does he/she have any medical/psychological/emotional/learning concern that may affect his/her performance in school?

5. Is there anything else that you would like to share with us to help us assess his/her over – all profile?

Recommendation: (Please put a check)

Strongly Recommended

Recommended

Recommended with Reservation because _____

Not Recommended because _____

Printed Name

Position

Signature

Date

Contact Numbers

Please affix school dry seal here.

Please return this form to the parent/guardian of the pupil/student-applicant in a sealed envelope with your signature across the flap. This will be submitted to the **Naga Parochial School Registrar's Office** together with the other admission credentials. Unsealed envelope will not be accepted. **Thank you.**