



# WOLMER'S PREPARATORY SCHOOL

10 Connolley Avenue, Kingston 4  
 Telephone: (876) 922-5316 / 876-538-0866  
 Email: [wps@wolmers.org](mailto:wps@wolmers.org)  
 Website: [www.wolmers.org/wps](http://www.wolmers.org/wps)

## STUDENT REFERENCE FORM

(TO BE COMPLETED BY PRINCIPAL/DESIGNATE)

Dear Parent/Guardian,

Please complete information below, sign the release and have the Principal or Principal's designee of your child's most recent school (the sending school), complete and return the reference form as soon as possible.

Full Name of Student: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Grade Leaving \_\_\_\_\_

I/We \_\_\_\_\_ hereby authorize Wolmer's Preparatory School to contact  
 NAME OF PARENT/GUARDIAN

the sending school and other sources to gain information to support the student's attendance to this school. I/We will not seek access to confidential recommendations and evaluation materials before, during and after this process. I/We release every person and institution from any and all liability resulting from or pertaining to the furnishing of records, documents, and other information provided to Wolmer's Preparatory School for that purpose.

Signature of Parent/Guardian \_\_\_\_\_ Date \_\_\_\_\_

### TO THE EVALUATOR

Thank you for your cooperation in completing this form as it provides one way of getting to know this applicant. Our desire is to create the optimal placement for the student. Upon completion, please make a copy for your records and return a scanned copy of both pages via email to [wps\\_admin@wolmers.org](mailto:wps_admin@wolmers.org) to ensure confidentiality. You are also to return the completed form in a sealed envelope, stamped with your school stamp and your name across the seal to Wolmer's Preparatory School.

Evaluator's Name \_\_\_\_\_ School Name \_\_\_\_\_  
 Title / Position: \_\_\_\_\_ School Address: \_\_\_\_\_  
 Phone number \_\_\_\_\_  
 Email address: \_\_\_\_\_

1. Compared to other students in his/her grade level, indicate, using ticks, how you would rate this student:

Areas	1	2	3	4	5	No Basis for Judgement
Academic Ability	Outstanding	Excellent	Good	Fair	Poor	
Co-Curricular Activity	Outstanding	Excellent	Good	Fair	No Participation	
Integrity	Outstanding	Excellent	Good	Fair	Poor	
Conduct	Outstanding	Excellent	Good	Fair	Poor	
Initiative	Outstanding	Excellent	Good	Fair	Poor	
Care and Concern for Other Students	Outstanding	Excellent	Good	Fair	Poor	
Quality of Interaction with Staff	Outstanding	Excellent	Good	Fair	Poor	
Emotional Adjustment	Outstanding	Excellent	Good	Fair	Poor	
Punctuality to School	Outstanding	Excellent	Good	Fair	Poor	
Attendance to School	Outstanding	Excellent	Good	Fair	Poor	

*"Age Quod Agis"*  
 "Whatever you do, do it well."

**STUDENT REFERENCE FORM CONTD.**

2. Has this student ever been suspended, repeated a grade or placed on probation for academic or disciplinary reasons? **YES / NO**

**IF YES, PLEASE EXPLAIN** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. Has this student paid all outstanding school fees and met other financial obligations to your institution? **YES / NO**

**IF NO, PLEASE EXPLAIN ANY EXTREME CIRCUMSTANCES THAT MAY HAVE CAUSED THIS** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. To your knowledge, is the parents' perception of their child consistent with the school's understanding of the child? **YES / NO**

**IF NO, PLEASE EXPLAIN:**  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5. Are you aware of any family circumstances that affect the child's life at school? **YES / NO**

**IF YES, PLEASE EXPLAIN:**  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

6. To your knowledge, has the student ever been referred to a counsellor or psychologist for assessment? **YES/ NO**

**IF YES, PLEASE EXPLAIN:**  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

7. Please write any additional information about this student that you think is important (example family structure or dynamics, legal concerns, etc.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Thank you for your assistance. Please note that references must be received before a decision can be made. Persons completing the reference must return a scanned copy of both pages via email to [wps\\_admin@wolmers.org](mailto:wps_admin@wolmers.org) to ensure confidentiality. You are also to return the completed form in a sealed envelope, stamped with your school stamp and your name across the seal to Wolmer's Preparatory School. Please retain a copy for your records.

\_\_\_\_\_  
**PRINCIPAL/PRINCIPAL'S  
DESIGNEE SIGNATURE**

\_\_\_\_\_  
**DATE**

