



# Saint Joseph School

Pre-School – Grade Twelve  
999-1000 Ululani Street  
Hilo, Hawaii 96720-3999  
High School phone: (808)935-4936 fax: (808)443-0294  
Elementary School phone: (808)935-4935 fax: (808)443-0294  
www.sjshilo.com

## Teacher Reference Report

Applicant's Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Parent(s)/Guardian(s): Please follow the instructions below.

1. Please complete the applicant's name and grade applying to on the other side of this page.
2. Submit this Teacher Reference Report to the applicant's present academic teacher.
3. Provide the teacher with an addressed, stamped envelope using the following address:  
**Saint Joseph School**  
**1000 Ululani St.**  
**Hilo, HI 96720**
4. Read and sign the release statement.

I understand the information on the Teacher Reference Report is confidential and will not be shared beyond Saint Joseph School.

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

\_\_\_\_\_  
Date

Dear Teacher:

Your evaluation of this student is greatly appreciated. Please complete this Teacher Reference Report and return it directly to Saint Joseph School. Should you have any questions, you may contact our office at 935-4936.

SAINT JOSEPH JUNIOR/SENIOR HIGH SCHOOL  
HAWAII ASSOCIATION OF INDEPENDENT SCHOOLS  
TEACHER REFERENCE REPORT - GRADES 2-12

NAME \_\_\_\_\_ Applicant for Grade \_\_\_\_\_  
 Class Level: Accelerated \_\_\_\_\_ High \_\_\_\_\_ Average \_\_\_\_\_ Low \_\_\_\_\_ Heterogeneous \_\_\_\_\_  
 Subject and/or Grade: Math (Provide Course Name)

Please check appropriate rating ( ). N/A (not applicable) may be used in areas where there is sufficient data.

**ACADEMIC QUALITIES**

Motivation (effort, drive)	_____	_____	_____
	occasional	moderate	maximum
Ability to work alone	_____	_____	_____
	needs help frequently	needs help occasionally	frequently works well
Home study habits	_____	_____	_____
	never completes assignments	completes assignments	does more than expected
Participation in discussion	_____	_____	_____
	contributes when called on	volunteers occasionally	joins in readily
Ability to express ideas orally	_____	_____	_____
	has some difficulty	good	exceptionally good
Use of time	_____	_____	_____
	occasionally well	usually well	often effectively
Organization of work	_____	_____	_____
	fair	average	excellent
Follows directions	_____	_____	_____
	needs much explanations	needs occasional help	responds quickly

**PERSONAL QUALITIES**

Leadership potential	_____	_____	_____
	a follower	occasionally seeks opportunity	natural leader
Classroom conduct	_____	_____	_____
	occasional misconduct	usually good behavior	good conduct
Cooperates with adults	_____	_____	_____
	sometimes	usually	nearly always
Personal/social adjustments	_____	_____	_____
	relates poorly with others	fluctuating relationships with peers; generally happy	healthy self-image; healthy peer relationship
Ability to work in a group	_____	_____	_____
	sometimes able to cope	usually effective	frequently works well
Consideration of others	_____	_____	_____
	occasionally considerate	usually	very thoughtful
Takes initiatives	_____	_____	_____
	sometimes	occasionally	frequently
Fulfills responsibilities	_____	_____	_____
	sometimes	usually	nearly always
Use suggestions or correction:	_____	_____	_____
	sometimes	usually	frequently

Observations which may help us know this youngster are especially appreciated: \_\_\_\_\_

Teacher's Signature: \_\_\_\_\_ Print or Type \_\_\_\_\_  
 Name \_\_\_\_\_ School \_\_\_\_\_ Date \_\_\_\_\_