

# Administrative Recommendation for

(to be completed by a principal or head of school)

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The above named student has applied for admission to Millwood Upper School. We would appreciate your completing this form and returning it to Millwood School. This information will be invaluable as we decide if Millwood School is a good match for this student. Your remarks will be kept confidential and will be viewed only by admission and administrative personnel. Thank you for your cooperation and your perspective as we proceed in the admission process.

Please check the appropriate answer and give explanations if your response is "yes" to any of the following questions:

Does this student have special talents or strengths?  yes  no

Are there any special circumstances or accommodations due to learning differences of which we should be aware?  
 yes  no

Has this student ever been involved in a serious infraction of school rules?  yes  no

Please add any comments, which you think, will help us know this student better.

Your name \_\_\_\_\_

(Please print)

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

Position \_\_\_\_\_ Phone \_\_\_\_\_

School \_\_\_\_\_

School Address \_\_\_\_\_

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**Kindly return to:**

**Mrs. Betsy Latham  
Millwood School  
15100 Millwood School Lane  
Midlothian, VA 23112  
Phone: 804-639-3200  
Fax: 804-639-6930**