Assistant Principal/Dean of Students Recommendation Form

Student: Give this form to the Assistant Principal in charge of discipline or the Dean of Students.

Student’s Name ________________________________________
Student Number __________________

Current School __________________________________________
Year in School __________________

Name and position of recommending staff member: ____________________________

How long have you known the applicant? ____________________

The above student is applying for the San Mateo Middle College High School program at the College of San Mateo for next semester. Students enrolled in this program, seniors and juniors from the San Mateo Union High School District, will attend CSM, taking high school-level English and social science classes. They complete their schedule with college courses. Your responses are valuable in helping the Middle College staff identify which students will benefit from and succeed in the program.

Students in the program need to have demonstrated responsible and respectful behavior on a high school campus.

Please check any discipline issues that apply to this student and attach a discipline report:

O No disciplinary issues

O Excessive tardies
O Excessive absences (excused and unexcused)
O Disruptive in classroom
O Disruptive at school functions
O Frequently sent to Dean’s or AP’s office
O Vandalism, including graffiti
O Clothing infractions
O Smoking on campus
O Defiance
O Leaving campus without authorization
O Fighting on campus or at school function
O Failing to serve assigned detentions
O Harassment

Please write about any or all of the comments marked above (use back of form if necessary):

___________________________________________________________________________________________
___________________________________________________________________________________________

Has the student previously been expelled from a district high school? __________ If so, why and when? ____________________________

Has the student previously been suspended from your school or previous high schools? ______________________

If so, why and when? (If numerous offenses, list the most recent) ____________________

Please write other comments to help us accurately assess this student’s qualifications (use back of form if necessary):
_______________________________________________________________________________________
_______________________________________________________________________________________
_______________________________________________________________________________________
_______________________________________________________________________________________

The San Mateo Middle College High School selection committee appreciates your time and effort. Should you have any questions or wish to speak to a Middle College staff member, call the Middle College office.

Please return this form to the student’s guidance counselor ____________________________