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**DIOCESE OF JAMAICA & THE CAYMAN ISLANDS**

**THE QUEEN’S SCHOOL**

**4-10 Central Avenue, Kingston 8**

**CHARACTER REFERENCE FORM**

***This form* MUST *be completed by either the Principal, Vice Principal, Dean of Discipline or Guidance Counsellor at the student’s previous school.***

**Student’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Name of previous School: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**School’s Telephone Number:­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Number of years student has attended the School:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Section A**

**General Report**

 **Kindly use the table below to rate the student.**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Behaviour** | **1****Poor** | **2****Average** | **3****Good** | **4****V. Good** | **5****Excellent** |
| Academic Achievement |  |  |  |  |  |
| Coping with adversity  |  |  |  |  |  |
| Deportment |  |  |  |  |  |
| Integrity |  |  |  |  |  |
| Attitude to academics |  |  |  |  |  |
| Attendance to school |  |  |  |  |  |
| Attendance to classes |  |  |  |  |  |
| Punctuality to school |  |  |  |  |  |
| Punctuality to classes |  |  |  |  |  |
| Respect for persons in authority |  |  |  |  |  |
| Interaction with peers |  |  |  |  |  |
| Influence and Leadership |  |  |  |  |  |
| Emotional Maturity |  |  |  |  |  |
| Conflict Resolution Capacity |  |  |  |  |  |
| General Behaviour |  |  |  |  |  |

**SECTION B**

**Disciplinary Report**

**Please place a tick in the appropriate box.**

1. Has this student been reprimanded for rude and disrespectful behaviour towards staff members? Yes ☐ No ☐
2. Has this student been involved in a fight (s)? Yes ☐ No ☐
3. Has the student been involved in any activity that has brought the school into disrepute? Yes ☐ No ☐
4. Has this student been found in possession of a weapon or contraband at school?

Yes ☐ No ☐

1. How would you rate this student’s compliance to the rules and regulations of the school?

Excellent ☐ Above Average ☐ Average ☐ Below Average ☐ Poor☐

1. Has this student been suspended/expelled from school? Yes ☐ No ☐

*If ‘yes’ to Question 5, please state the reason (s)*

*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

1. Has the parent/guardian of this student been asked to come in for any disciplinary matters regarding the student? Yes ☐ No ☐
2. Has this student ever been referred for counselling? Yes ☐ No ☐

*If ‘yes’ to Question 7, please state whether it was internal or external counselling*

*­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

1. Would you readmit this student to your institution? Yes ☐ No ☐

**SECTION C**

**School Involvement**

1. What leadership position (s) if any, did this student hold at school? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. In what clubs and societies was this student involved?

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

1. In what capacity has this student represented the school?

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

1. Does this student have any financial obligations to your school? Yes ☐ No ☐
2. Does this student have books or other material for your school? Yes ☐ No ☐
3. Was the parent/guardian of this student involved in the P.T.A.? Yes ☐ No ☐

**Declaration:**

I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ in my capacity as \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ School hereby confirm that the information provided above is accurate and true.

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

 Signature Date

 **School’s Stamp**

*Please return the completed form to the applicant in a sealed envelope that has been imprinted with the school’s stamp. Thank you for your cooperation.*