

# Dar es Salaam International Academy Confidential Report

This is a confidential reference form that must be completed in order for a student to apply/be accepted to DIA. The writer who is completing this form must do the following:

- a) Insert the form into an envelope
- b) Seal Envelope
- c) Sign and stamp across the seal of the envelope

The parent/guardian can submit this form to DIA along with other required documents **OR**

- d) The writer can email this form directly to DIA – admissions@diatz.cc - with the Subject Heading: Confidential Report for \_\_\_\_\_ (*insert name of student*)

**Please note the school principal/coordinator or your child's current class/homeroom teacher must complete this form.**

Person completing form: \_\_\_\_\_ Position: \_\_\_\_\_

Student's Name: \_\_\_\_\_

Birth Date & Current Grade: \_\_\_\_\_

Number of students in current class: \_\_\_\_\_

Name of School presently attending: \_\_\_\_\_

Curriculum followed: \_\_\_\_\_

Number of year's student has been enrolled: \_\_\_\_\_

Email Address: \_\_\_\_\_ Website: \_\_\_\_\_

1. Please stipulate the applicant's strengths:

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2. Please stipulate the applicant's weaknesses:

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3. Please describe parental involvement with the school:

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4. To your knowledge, is the parents' perception of the applicant compatible with the school's understanding of the applicant?

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5. Has the applicant at any point been placed on academic probation, suspended, or faced behavioral issues? If yes, please describe:

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6. Has the applicant ever been seen by Student Services, an external specialist (educational psychologist, counselor, speech therapist etc.), recommended to seek additional at-home tutoring, or have a one-on-one specialist within the classroom? If yes, please describe (please include grade level and year student was seen)

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7. If the applicant has been or was observed by Student Services or an external specialist, were any formal/official evaluations/reports written/given?:

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8. Have any modifications been required for the applicant to meet grade level expectations?

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9. Have any modifications been required for the applicant to extend beyond Grade level expectations?

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10. Do you feel this applicant will require additional support for English?

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## 11. Academic

Subject Area	Below Expectations	Meeting Expectations	Above Expectations
Oral Expression (speech)	Has difficulty expressing him/ herself verbally without contextual cues or gestures	Conveys ideas clearly. Usually finds words to express ideas. Will ask and answer questions to seek help, get information, or clarify.	Conveys ideas effectively using longer and more complex sentences. Finds words to express ideas with ease in most situations. Will ask questions to gain information.
Oral Expression (listening)	Can not listen attentively to a story for a sustained amount of time	Can listen attentively to a story with minimal distractions for 5-10mins	Can listen with full attention to a story for up to 10mins
Reading Comprehension	Can not respond to a question or interact during a story	Can respond to a question and/or interact during a story	Can respond to a question, interact during the story, and retell the story showing understanding of the story sequence
Number recognition when written randomly	Can identify some numbers between 1 - 10	Can confidently identify numbers 1 - 10	Can identify numbers beyond 10
Number writing	cannot write numbers/ Can write numbers _____ well	Can write numbers 1 – 10 well	Can write numbers to _____
Counting	Can not count to calculate quantify/Can count objects to _____	Counts 10 objects confidently	Can count _____ objects confidently and shows ability to go beyond

Please circle the letters the applicant is able to identify	A B C D E F G H I J K L M N O P Q R S T U V W X Y Z a b c d e f g h i j k l m n o p q r s t u v w x y z
Please circle the letters the applicant can identify the sound of	A B C D E F G H I J K L M N O P Q R S T U V W X Y Z a b c d e f g h i j k l m n o p q r s t u v w x y z
Please circle the letters the applicant is able to write independently	A B C D E F G H I J K L M N O P Q R S T U V W X Y Z a b c d e f g h i j k l m n o p q r s t u v w x y z

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## 12. Attitude

Achievement Level	Descriptor
Exceeds Age Expectations	A consistent and thorough display of the attitude/area and the ability to apply it almost faultlessly in a wide variety of situations that exceeds the expectations of the age of the applicant
Age Appropriate	A consistent and thorough display of the attitude/area benchmark and the ability to apply it in a variety of situations.
Needs Development	Some display of the attitude/area, or clear difficulties in some areas and is able to apply it only with support.
Area of Concern	Very limited display of the attitude/area, clear difficulties and is unable to apply it without substantial support.

Subject / Area	Exceeds Age Expectations	Age Appropriate	Needs Development	Area of Concern
Attention				
Relationship with Peers				
Relationship with Adults				
Participation				
Attendance				
Emotional Maturity				
Motor Skills				
Can the applicant dress independently?				
Can the applicant go to the bathroom independently?				
Can the applicant tie their shoelaces?				
In general do you feel the applicant can complete an age appropriate task with minimal guidance?				
Attitude towards learning (curiosity/creativity)				
Attitude towards change (transitions easily/adapts to changes in routine)				

13. Please include any additional information you feel would be valuable for the school to know.

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