



# West Nairobi School



P.O. Box 1333-00502

Nairobi, Kenya

Tel. 0709-331000 & 0733-610394

[www.westnairobschool.org](http://www.westnairobschool.org)

[info@westnairobschool.org](mailto:info@westnairobschool.org)

## School Recommendation Letter

We kindly ask that this form be completed by **ONE** of the student applicant's most recent teachers and **ONE** of the student applicant's most recent principals. The information collected will be confidential. Information will only be shared with those on the WNS team making a decision about admissions.

### Student Information

Last Name:	First Name:
Date of Birth (MM/DD/YY):	Current Grade Level:
Name of Parent / Guardian:	
Email Address:	Mobile Number:

### Teacher(s) Please Rate the Student in the Following Areas

Description:	Excels	Above Avg	Average	Weak
Effective Communicator				
Critical Thinker				
Active Learner				
Genuine Server				
Responsible Citizen				
Respectful Ambassador				
Grit / Perseverance				
Leadership				
Social & Emotional Wellbeing				
Academic Performance Compared to Peers				

### Teacher(s) Please Share Academic Performance

If the student scored “average” or “weak” in any of the areas above, please explain the reasons why:

What are the student’s strengths academically?  
What are the student's weaknesses academically?

**Administrator Please Share About Supports / Discipline**

To your knowledge, has the student ever received in-school emotional support? Or has the student ever been part of a child safety investigation?	Yes _____
	No _____

To your knowledge, has the student ever received Educational Resource (IEP, 504) support, or English Language Learning Support or have they ever had an educational psychological assessment?	Yes _____
	No _____

To your knowledge, has the applicant ever been found responsible for a disciplinary violation at your school, whether related to academic misconduct or behavioral misconduct, that resulted in the applicant's probation, suspension, removal, dismissal, or expulsion from your institution?	Yes _____
	No _____

If you checked yes for any of the above, please share details:

**Administrator Please Share About Parent Involvement**

How would you describe the student's parents and their involvement in school / support of their academics?

**Administrator / Principal Recommendation & Information**

Please provide your overall recommendation for this students overall qualifications for admission into WNS:

Highly Recommend: _____	Recommender's Name:
Recommend: _____	Recommender's Position:
Recommend with Hesitation: _____	Recommender's Email:
Do not Recommend: _____	Recommender's Mobile:
Has the family completed all of the withdrawal paperwork and in good financial standing with you? YES: _____ NO: _____	

Thank you for taking the time to give your honest feedback on the applicant's academics, behavior, and parent involvement. We appreciate your time. Sincerely, WNS Admissions

Please do not give this form back to the student's parents. Please send this form to the following people at West Nairobi School:			
Admissions - admissions@westnairobschool.org	School Stamp:		
Elementary Principal - charlenemutai@westnairobschool.org			
Middle School Principal - danielcooley@westnairobschool.org	Your Signature:		
High School Principal - rondahilman@westnairobschool.org	Date:		

For WNS Admissions Below

Question to Review:	YES/NO	INITIAL	DATE
1. Has the form been given to the principal? Put in student file?			
2. Do we have all of the student's paperwork (transcripts / grades)?			