



# Administrator Report

**Please complete and return to BB&N between November 15 and January 16.**

Buckingham Browne & Nichols School  
80 Sparks Street  
Cambridge, MA 02138-2216  
phone: 617-800-2336 fax: 617-800-2310  
msadmission@bbns.org www.bbns.org

If sending FedEx or UPS:  
46 Belmont Street  
Watertown, MA 02472

**Applicant's name** \_\_\_\_\_ Applying for Grade \_\_\_\_\_  
School \_\_\_\_\_ School telephone \_\_\_\_\_  
School address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**To the parent:**

After you have filled in the above information, please give this form to the school principal or other authorized official, together with a stamped envelope addressed to BB&N's Middle School Admission Office.

**To the school:**

This student is applying for admission to Buckingham Browne & Nichols. A full and candid report is an essential component of our evaluation process. We therefore ask for careful ratings of and comments about the character and ability of the candidate by an appropriate school principal, advisor, or counselor.

Buckingham Browne & Nichols is a coeducational, college preparatory, day school. The School provides a broad and challenging academic program along with opportunities for personal growth outside the classroom. The teaching sections are small. The working relationships between students and faculty are based on trust and mutual respect, and are enhanced by open and frank communication. Certain personal qualities are particularly appropriate at BB&N: strong verbal skills, a commitment to intellectual pursuits, a capacity to think and act independently, a well-directed use of abilities and talents, a genuine interest in diverse types of people, and a desire to contribute to the school community.

**We would also like to have the candidate's record for this year and the previous two years.** A transcript form is included for your convenience. However, you may send us any transcript form currently used by your school that provides essentially the same information. **Please be sure to include grades in current courses as well as information about any individual educational plans created for the student.**

Please return the completed form by **January 16** to: Middle School Admission Office, Buckingham Browne & Nichols School, 80 Sparks Street, Cambridge, MA 02138-2216. Your information will be held in strict confidence. Thank you for your assistance.

Martha Newport  
*Director of Admission, Middle School*

Please list (or attach) grades for the previous two years as well as grades to date this year. Use the space on the right to indicate and describe any accelerated or honors courses.

	This year Grade	Last year Grade	Two years ago Grade	Comments
English				
Math				
Science				
History				
Foreign Language				
Art				
Music				
Drama				
Physical Education				
Other Activities				

Passing mark \_\_\_\_\_ Honors mark \_\_\_\_\_

Please explain marking system if it is neither the conventional A, B, C, nor a numerical scale.

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Please provide (or attach) all significant achievement or aptitude data.

Name of test	Date	Form	Score	I.Q.	Grade equivalent	P.S. percentile	I.S. percentile

To help us better know the applicant, please rate him/her with respect to the following qualities as compared to other students at the same grade level. Given the nature of boys and girls of this age, we understand that rating these qualities can be difficult. Be assured that we neither expect, nor require for admission, uniform excellence in these categories. Thank you.

	Excellent (TOP 2-3%)	Very good (TOP 10%)	Good (TOP 25%)	Average	Below average	No basis for judgment
Academic strength	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Motivation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Intellectual curiosity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Initiative and energy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Imagination and creativity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Strength of character	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Integrity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Self-confidence	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Willingness to take risks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sense of humor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reaction to criticism and setbacks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Responsibility for own behavior	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Contribution to school community	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tolerance towards others	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cooperation with others	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Acceptance by peers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

What is the student’s achievement in relation to his/her ability? \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Please note the applicant’s special abilities in other areas (such as art, music, drama, sports, etc.). \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

What is the applicant’s greatest strength? \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Please summarize the personal and cognitive qualities of the applicant. We are interested in strengths and weaknesses, capacity for work, values, relative maturity, sense of self as a student and as a person, and any circumstances that have interfered with the applicant's academic achievement.

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Has the applicant received any special tutoring or other academic or personal support services through your school? Please describe the type of services, the reasons for them, and your perspective on their continuing need.

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BB&N believes in a strong parent-school relationship. Please comment on your experience with this family.

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I recommend this applicant for admission to Buckingham Browne & Nichols School:

	Enthusiastically	Strongly	With reservation	Not recommended
For academic promise	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
For personal promise	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Overall	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Administrator's signature** \_\_\_\_\_ Date \_\_\_\_\_

Please print name \_\_\_\_\_ Position \_\_\_\_\_

Length of time acquainted with applicant \_\_\_\_\_

*Thank you for taking the time to respond to these questions. Please mail this form by January 16 to: Middle School Admission Office, Buckingham Browne & Nichols School, 80 Sparks Street, Cambridge, MA 02138-2216*