



K. International School Tokyo

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KIST Confidential School Reference

(For applicants seeking admission to Grades 2 and above only)

Applicant's name: _____ Grade applying for: _____
(Given name/s) (Family name/s)

To Whom It May Concern:

As part of our admission requirements, we ask for your cooperation in completing this confidential statement in English or Japanese and returning all three pages directly to our Admissions Office by e-mail at info@kist.ed.jp. We will only use the information you provide on this form for its intended purpose. Your details will be held in strict confidence and will not be distributed to third parties for any reason.

Thank you for your cooperation.

SECTION A: School Administration Report

To be completed by the applicant's current or previous school office or administration.

Name of school: _____

Address: _____

Tel: _____ Fax: _____

Web: _____

Name of person completing Section A: _____

Position held: _____ E-mail*: _____

** Please be sure to provide an e-mail address in case we need to contact you for further details.*

Attendance/Behavior

● How long has the applicant been enrolled at your school? _____

● Please indicate the applicant's general attendance record:

Excellent attendance Usually attends Often absent Often late

● Has the applicant ever been: Suspended? Yes No

Expelled? Yes No

Involved in any other serious incident? Yes No

If you answered yes to any of the above, please provide details: _____

● Are there any other concerns regarding the general behavior of this applicant? _____



Support services

- Has the applicant received or is he/she receiving any of the following at school?
 - Individual behavior management support Yes No
 - Speech/Language therapy Yes No
 - Occupational therapy Yes No
 - Individual/Family counseling Yes No
 - Support for special learning needs Yes No
 - English language development support (ESL/EAL/ELL) Yes No

If you answered yes to any of the above, please provide details: _____

General school life

- Has the applicant received any special awards or recognitions at school? Yes No

If yes, please provide details: _____

- Is the applicant involved in any extra-curricular activities at school? Yes No

If yes, please provide details: _____

- If there is any additional information you think may be helpful to us, please write it here: _____

Family support

- Does the applicant's family meet payment schedules in a timely fashion? Always Usually Rarely

- Are the parents/guardians actively involved in school activities/events? Always Usually Rarely

- Do the parents/guardians support the school philosophy and aims? Always Usually Rarely

- Do the parents/guardians provide sufficient support at home? Always Usually Rarely

Signature: _____

Date: _____ / _____ / _____
(e.g. Jan./1/2000)

