

*For Students who currently attend a Catholic Grade School*

*Request for Academic Information and Teacher/Principal Recommendation*

*If the applicant attends a Catholic elementary school, please use the Diocesan Confidential Recommendation Form and the Diocesan Grade Request Form.*

- Print a copy of this entire document.
- Print the applicant's name and school on each form, if requested.
- Date and sign the parent authorization.
- Submit the Diocesan *Confidential Recommendation and Grade Request forms* to your child's school office. In addition, Saint Mary's recommends that the school attach copies of the student's report card for eighth grade to the Grade Request form in order for us to better understand the grades given (it is important to view the comment codes, if any, given by the school). Your child's school will complete and forward the requested information to Saint Mary's **no later than February 4, 2009.**

**Required forms that will print with this packet:**

1. Oakland Diocese Grade Report Form PDF
2. Oakland Diocese Confidential Recommendation Form (2 sided) PDF



## Secondary Schools of the Oakland Diocese Grades Request Form

Student Name: \_\_\_\_\_

Present School: \_\_\_\_\_ # of Years \_\_\_\_\_ Previous School \_\_\_\_\_

*(Grades 5 – 8 only)*

School Phone: ( ) \_\_\_\_\_ Ext. \_\_\_\_\_

Date: \_\_\_\_\_

**Directions:** Please complete this form by filling in the information requested. Keep the original for your files and make copies to be sent to the Catholic Secondary Schools. **Do not send transcripts/report cards.** Please complete this form:

Subject	Grade Seven					Grade Eight				
	Quarter/Trimester Grades					Quarter/Trimester Grades				
	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	4 <sup>th</sup>	Year	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	4 <sup>th</sup>	Year
Religion										
Mathematics										
Reading										
English										
Spelling										
Science/Health										
Social Studies										
Foreign Language										
Music										
Art										
Effort										
Conduct										
Days Absent										
Days Tardy										

*(Report National Percentiles)*

Grade	Date	Name of Test	Reading	Math	Language Arts	Composite %
8 <sup>th</sup>						
7 <sup>th</sup>						

Indicate if special circumstances were used for standardized testing

Are the test scores an accurate reflection of the student's ability?  Yes  No

Please indicate 8<sup>th</sup> grade level of math:

Math 8  Pre-Algebra  Algebra I (location: \_\_\_\_\_)

Name of current math text and publisher: \_\_\_\_\_

Math Placement Recommended

- Intro to Algebra
- Algebra I
- Geometry
- Other \_\_\_\_\_

Foreign Language Placement Recommended

- 1<sup>st</sup> Year  3<sup>rd</sup> Year
- 2<sup>nd</sup> Year  4<sup>th</sup> Year
- Native Speaker

Please indicate language studied: \_\_\_\_\_

Number of years studied: \_\_\_\_\_



## Secondary Schools of the Diocese of Oakland Confidential Recommendation Form 2008-2009

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> Bishop O'Dowd High School | <input type="checkbox"/> Holy Names High School      | <input type="checkbox"/> Saint Joseph Notre Dame High School |
| <input type="checkbox"/> Carondelet High School    | <input type="checkbox"/> Moreau Catholic High School | <input type="checkbox"/> Saint Mary's College High School    |
| <input type="checkbox"/> De La Salle High School   | <input type="checkbox"/> Saint Elizabeth High School | <input type="checkbox"/> Salesian High School                |

\_\_\_\_\_ has applied to the high school(s) checked above.  
*Applicant's Name* (to be filled in by the school official)

**Parental Permission for Release of Information:** I hereby give my permission for the elementary school to send student cumulative records for my child to the above checked high schools.

\_\_\_\_\_

*Parent/Legal Guardian Signature*

\_\_\_\_\_

*Date*

**Directions:**

1. To be completed collaboratively by the eighth grade team and principal.
2. Please complete this form and retain the original.
3. Send photocopies to the school(s) requesting Confidential Recommendation Form & Grades Request Forms.

<i><b>ACADEMIC QUALITIES</b></i>	Excellent	Good	Fair	Below Average
Study Habits				
Motivation				
Ability to Learn				
Oral Communication Skills				
Ability to Work Independently				
Ability to Work Cooperatively				
Intellectual Curiosity				
Attention Span				

The student is capable of succeeding in a college preparatory curriculum:     Yes     No

<i><b>PERSONAL QUALITIES</b></i>	Excellent	Good	Fair	Below Average
Deals with Personal Conflicts				
Self Confidence				
Leadership Potential				
Concern for Others				
Participation in the School Community				
Respect for Authority				
Creativity				
Respect Accorded by His/Her Peers				

<i><b>PARENT INFORMATION</b></i>	Excellent	Good	Fair	Below Average
Commitment of family to Catholic Education				
Support of family for school policies				
Regularity in meeting financial obligations				

[OVER]

June 2008

*English Teacher:* Please comment on the student's writing ability: i.e., spelling, grammar, paragraph structure, and any outstanding talents or achievements in English.

*Math Teacher:* Please comment on the student's ability to retain and apply math concepts.

*Principal's Responses:*

1. Please use this space to comment on any of the academic and/or personal qualities marked on the backside of this page or any additional information that will be helpful.
2. Has this student been placed in a special school program? (Gifted student; Accelerated Classes; L.E.P.; Tutorial; Resource Learning or Documented Learning Disability) If yes, please explain.
3. Please comment on the student's discipline and attendance records at your school.

**OVERALL RECOMMENDATION**

- We strongly recommend this applicant
- We recommend this applicant
- We recommend this applicant with reservations
- We do not recommend this applicant
- Please call the school regarding this applicant and ask for \_\_\_\_\_

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**PRINCIPAL ONLY:** Is this applicant a FACE recipient?  Yes  No  
Is this applicant a BASIC Fund recipient?  Yes  No  
Is applicant receiving any other financial aid?  Yes  No

**Principal Signature** \_\_\_\_\_

Print Name \_\_\_\_\_ Phone \_\_\_\_\_

School \_\_\_\_\_ Date \_\_\_\_\_

This report will not be disclosed to the applicant; it will be available only to those involved in our admissions process. It will be destroyed when no longer needed for admissions purposes.