

***For Students who currently attend a Private, Independent, or Public School***

***Request for Academic Information and Teacher/Principal Recommendation***

If the applicant attends private/independent or public school, please use the Saint Mary's ***Request and Release Form for Academic Information and the Recommendation Forms for the Principal, Math Teacher and English Teacher.***

***Teachers need only fill out one recommendation per student. Saint Mary's will accept copies of student recommendations completed by the teacher for other local high schools, as well as recommendations completed on the Saint Mary's forms provided.***

- Print a copy of this entire document.
- Print the applicant's name and current school on each form, if requested.
- Date and sign the parent authorization on the Request and Release Form.
- Submit the Saint Mary's *Request and Release Form for Academic Information*, along with the *Recommendation forms* to your child's school office and/or teacher(s) and ask them to complete these forms and forward the requested information to Saint Mary's ***no later than February 4, 2009***. Please provide your child's teachers with a stamped, return envelope to Saint Mary's to ensure that your child's information is received. All academic information and recommendations should be addressed to:

***Office of Admissions  
Saint Mary's College High School  
1294 Albina Avenue  
Berkeley, CA 94706***

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

- ***Request and Release for Academic Information***
- ***Principal or Counselor's Recommendation***
- ***English Teacher Recommendation***
- ***Math Teacher Recommendation***



# SAINT MARY'S COLLEGE HIGH SCHOOL

## **REQUEST AND RELEASE FORM FOR ACADEMIC INFORMATION**

(Date, sign, and submit this form to the school office or registrar)

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

**To The Parent:** As part of the admissions process, we must receive your child's academic records for the past two years for the purpose of evaluating his or her application for admission to Saint Mary's College High School. Please date, sign, and submit this release form to the school office or registrar at your child's school.

### **INFORMATION RELEASE AUTHORIZATION**

For the above-named student, I hereby request and authorize the release of academic records, standardized test scores, recommendations, and any disciplinary incidents and/or action to Saint Mary's College High School for the purpose of evaluating the student's application for admission. This information may be released from this date forward until June 30<sup>th</sup> of the same year. I understand that the written evaluations are confidential and may not be viewed by the applicant or the applicant's parent/guardian. The evaluations will be used only in the admission process and will not become part of the student's permanent record. If this student is admitted to Saint Mary's College High School, a request for a final transcript will be made at the end of the current school year.

\_\_\_\_\_  
Signature of Parent/Guardian

\_\_\_\_\_  
Date

**TO THE SCHOOL OFFICE:** Please keep this form for your records. The above-named student has made an application for admission to Saint Mary's College High School. Please return the following academic information to the Admissions Office no later than **February 4, 2009.**

PLEASE ATTACH COPIES OF THE STUDENT'S TRANSCRIPT/REPORT CARDS FOR SEVENTH AND EIGHTH GRADE, including any standardized test scores, and any progress reports the first quarter/trimester/semester grades for the current school year.

**TO THE PRINCIPAL/COUNSELOR, MATH AND ENGLISH TEACHER:** PLEASE COMPLETE THE ATTACHED SAINT MARY'S RECOMMENDATION FORM(S) on behalf of the above-named student and return them to the Admissions Office no later than **February 4, 2009.** Saint Mary's will also accept copies of completed student recommendation forms from any other school.

Please mail all correspondence to: **Office of Admissions  
Saint Mary's College High School  
1294 Albina Avenue  
Berkeley, CA 94706**

Please feel free to contact the Admissions Office at 510.559.6240 if you have any questions or concerns.

# SAINT MARY'S COLLEGE HIGH SCHOOL

## Confidential Principal's or Counselor's Assessment Form

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

School: \_\_\_\_\_

**TO THE PRINCIPAL OR COUNSELOR:** The student named above has applied to **Saint Mary's College High School** and has requested that you complete this assessment form on her/his behalf. Your response to the questions that follow will remain **CONFIDENTIAL** and will not become part of the student's record. Saint Mary's will accept a copy of a similar recommendation from other diocesan schools. We truly appreciate your cooperation and candor. Please return this form to the Director of Admissions, Saint Mary's College High School, 1294 Albina Avenue, Berkeley, CA 94706 **no later than Wednesday, February 4, 2009.**

Student's Personal Qualities	Below Average    Fair    Average    Strong    Excellent					No Opportunity to observe
<b>Academic Commitment</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>o</b>
<b>Creativity</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>o</b>
<b>Self-Confidence</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>o</b>
<b>Leadership Potential</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>o</b>
<b>Reaction to Criticism</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>o</b>
<b>Concern for Others</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>o</b>
<b>Personal Conduct</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>o</b>
<b>Personal Integrity</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>o</b>
<b>Ability to Act Independently</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>o</b>
<b>Ability to Work Cooperatively</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>o</b>
<b>General Level of Maturity</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>o</b>

1. Do you think the student's test scores accurately reflect actual achievement and ability?

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2. Has the student had any special needs identified, adjusted curriculum, or been enrolled in any special education programs?     Yes  No (If yes, please explain.)

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*(Please complete the other side)*

3. Has the student ever been on citizenship or disciplinary probation or have there been behavior problems which have been a consistent concern?  Yes  No (If yes, please explain.)

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4. Should the Admissions Office be aware of any factors that have had an impact on this student's academic or social progress to date (health problems, behavioral concerns, family issues, learning disabilities or learning difficulties)?

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5. Has attendance been satisfactory?  Yes  No (If no, please explain.)

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6. Parental Involvement

Has there been parental cooperation and involvement in school activities?	Yes	No	N/A
Does the student's family have the ability to meet its financial obligations?	Yes	No	N/A
If yes, have financial obligations been met promptly and satisfactorily?	Yes	No	N/A

7. Is there any additional information that can be better conveyed in a phone conversation?

YES  NO  Phone number: \_\_\_\_\_

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THANK YOU for the time and effort you have taken in completing this confidential form. Your comments are very important to us.

Signature: \_\_\_\_\_

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

Title: \_\_\_\_\_

# SAINT MARY'S COLLEGE HIGH SCHOOL

## Confidential Assessment from Applicant's Mathematics Teacher

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

School: \_\_\_\_\_

**TO THE TEACHER:** The student named above has applied to **Saint Mary's College High School** and has requested that you complete this assessment form on her/his behalf. Your response to the questions that follow will remain **CONFIDENTIAL** and will not become part of the student's record. Saint Mary's will accept a copy of a similar recommendation from other diocesan schools. We truly appreciate your cooperation and candor. Please return this form to the Director of Admissions, Saint Mary's College High School, 1294 Albina Avenue, Berkeley, CA 94706 **no later than Wednesday, February 4, 2009.**

Student's Academic Qualities	Below Average	Fair	Average	Strong	Excellent	No Opportunity to observe
<b>Study Habits</b>	1	2	3	4	5	o
<b>Attention Span</b>	1	2	3	4	5	o
<b>Ability to Work Independently</b>	1	2	3	4	5	o
<b>Motivation</b>	1	2	3	4	5	o
<b>Intellectual Curiosity</b>	1	2	3	4	5	o
<b>Critical &amp; Abstract Thinking Skills</b>	1	2	3	4	5	o
<b>Ability to Organize &amp; Communicate Ideas</b>	1	2	3	4	5	o
<b>Ability to Work Cooperatively</b>	1	2	3	4	5	o
<b>Retention of Relationships and Principles</b>	1	2	3	4	5	o
<b>Follows Oral and Written Directions</b>	1	2	3	4	5	o
<b>Completes Tasks in a Reasonable Time</b>	1	2	3	4	5	o

This student is enrolled in:

- Algebra 1   
  Geometry   
  Algebra 2   
  Algebra/Trigonometry Honors   
  Intro to Calculus  
 Other: \_\_\_\_\_

Section level of course:

- Regular               
  Advanced           
  Mixed Ability

Please indicate the course you suggest for this student:

- Geometry   
  Algebra 2   
  Algebra/Trigonometry Honors   
  Intro to Calculus       
  AP Calculus  
 Other: \_\_\_\_\_

Would you want this student in your class again?

- Definitely               
  Maybe               
  Probably not

*(Please complete the other side)*

1. Can the student apply basic principles effectively in word problems?

YES [ ] NO [ ] (If no, please explain.)

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2. Have absences in any way affected the student's classroom performance?

YES [ ] NO [ ] (If yes, please explain.)

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3. Any additional comments you would like to make?

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4. Is there any additional information that can be better conveyed in a phone conversation?

YES [ ] NO [ ] Phone number: \_\_\_\_\_

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THANK YOU for the time and effort you have taken in completing this confidential evaluation. Your comments are very important to us.

Signature: \_\_\_\_\_

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

Title: \_\_\_\_\_

# SAINT MARY'S COLLEGE HIGH SCHOOL

## Confidential Assessment from Applicant's English Teacher

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

School: \_\_\_\_\_

**TO THE TEACHER:** The student named above has applied to **Saint Mary's College High School** and has requested that you complete this assessment form on her/his behalf. Your response to the questions that follow will remain **CONFIDENTIAL** and will not become part of the student's record. Saint Mary's will accept a copy of a similar recommendation from other diocesan schools. We truly appreciate your cooperation and candor. Please return this form to the Director of Admissions, Saint Mary's College High School, 1294 Albina Avenue, Berkeley, CA 94706 **no later than Wednesday, February 4, 2009.**

Student's Academic Qualities	Below Average	Fair	Average	Strong	Excellent	No Opportunity to observe
<b>Study Habits</b>	1	2	3	4	5	o
<b>Attention Span</b>	1	2	3	4	5	o
<b>Ability to Work Independently</b>	1	2	3	4	5	o
<b>Motivation</b>	1	2	3	4	5	o
<b>Intellectual Curiosity</b>	1	2	3	4	5	o
<b>Critical &amp; Abstract Thinking Skills</b>	1	2	3	4	5	o
<b>Ability to Organize &amp; Communicate Ideas</b>	1	2	3	4	5	o
<b>Ability to Work Cooperatively</b>	1	2	3	4	5	o
<b>Writes Grammatically Correct Sentences</b>	1	2	3	4	5	o
<b>Participates in Classroom Discussion</b>	1	2	3	4	5	o
<b>Follows Oral and Written Directions</b>	1	2	3	4	5	o
<b>Completes Tasks in a Reasonable Time</b>	1	2	3	4	5	o
<b>Uses Correct Spelling</b>	1	2	3	4	5	o

1. Does the student use grade level materials? YES [ ] NO [ ] (If no, please explain.)

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*(Please complete the other side)*

2. Is there a disparity between ability and performance? YES [ ] NO [ ] (If yes, please explain.)

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

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4. Is there additional information that is better conveyed in a phone conversation?

YES [ ] NO [ ] Phone number: \_\_\_\_\_

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5. Have absences in any way affected the student's classroom performance?

YES [ ] NO [ ] (If yes, please explain.)

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THANK YOU for the time and effort you have taken in completing this confidential evaluation. Your comments are very important to us.

Signature: \_\_\_\_\_

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

Title: \_\_\_\_\_