

SAINT MARY'S COLLEGE HIGH SCHOOL

TRANSFER STUDENT APPLICATION PROCEDURES FOR SCHOOL YEAR 2009-2010

Saint Mary's College High School welcomes transfer students who want to be part of our faith-filled, culturally diverse community. We consider in the admissions process academically qualified, enthusiastic students who are ready to challenge themselves to participate in and contribute to our school community. We are interested in students who see the Saint Mary's experience as a positive choice for themselves and their personal and academic goals.

Saint Mary's College High School reserves the right to limit the number of transfer students in compliance with the City of Albany's ordinance governing school population. Saint Mary's is currently at full enrollment capacity for all grade levels. However, qualified transfer students will be considered and accepted as space becomes available at each class level. We believe that seniors have already formed a class community based on their years together. Saint Mary's does not accept senior transfers for only one year.

Students applying for admission to Saint Mary's College High School as a transfer student into grades 10 or 11 must be in good academic and disciplinary standing at their current school pursuing a college preparatory curriculum, with no D's or F's (verification will be required.).

• APPLICATIONS FOR FALL 2009 ADMISSION: APPLICATIONS WILL BE CONSIDERED ON A CASE-BY-CASE BASIS DEPENDING ON SPACE AVAILABILITY.

To initiate consideration of your child's application for admission to Saint Mary's at the 10th or 11th grade level, please fax a copy of the student's current high school transcript, most recent standardized test scores, and a parent cover letter to 510.559-6277 Attn: Mr. Lawrence Puck, Director of Admissions. (Candidates will then be advised whether or not to complete an ONLINE APPLICATION FOR ADMISSION available on our website. There is an \$80 non-refundable application fee to apply.

• TEACHER RECOMMENDATIONS:

Saint Mary's requests that transfer students obtain Math and English Teacher recommendations from their current school, as well as a Principal/Counselor Recommendation. Ask each educator to complete the requested recommendation form on the student's behalf and return it to Saint Mary's. Provide them with a stamped, addressed envelope to:

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

• DECISION LETTERS:

The Admissions Director and Admissions Committee will review each transfer student's file and make a decision about space availability and acceptance. Applicants will be notified of the admissions decision by phone or mail.

SAINT MARY'S COLLEGE HIGH SCHOOL

Confidential Principal's or Counselor's Assessment Form FOR TRANSFER STUDENTS

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.

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

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

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.)

(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.)

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)?

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

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: _____

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 FOR TRANSFER STUDENTS

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.

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

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

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

3. Any additional comments you would like to make?

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

YES [] NO [] Phone number: _____

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 FOR TRANSFER STUDENTS

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.

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

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

(Please complete the other side)

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

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

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

YES [] NO [] Phone number: _____

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

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

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: _____