

***Saint Mary's College High School
Supplemental Forms For Students who currently attend a Private, Independent, or Public School***

Necessary Forms that will print with this packet:

- 1. Grade Report Form**
- 2. Confidential Recommendation Form (2 sided)**

If the applicant currently attends a Private, Independent, or Public School please:

- Print this entire packet.
- Print the applicant's name and current school on each form, if requested.
- Date and sign the parent authorization.
- Submit the original of both forms to your child's Principal, Counselor, or school office and ask them to complete and forward the requested information to Saint Mary's by the deadline date of February 5, 2009.

Please provide the Principal or school a stamped return envelope addressed to Saint Mary's.

Principals and teachers need only fill out one recommendation per student.

Saint Mary's will accept copies of student recommendations completed by the Principal or teacher for other local high schools.



Secondary Schools of the Oakland Diocese

Grades Request Form 2009-2010

Student Name: _____

Present School: _____ # of Years _____ Previous School _____

(Grades 5 – 8 only)

School Phone: () _____ Ext. _____ Date _____

Directions to School Office: Please complete this form by filling in the information requested. Keep the original for your files and make copies to be sent to Saint Mary's College High School. **You may send transcripts/report cards and copies of standardized test scores, or complete the following information:**

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

(Standardized Test Scores - Report National Percentiles)

Grade	Date	Name of Test	Reading	Math	Language Arts	Composite %
8 th						
7 th						

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 8th 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

- 1st Year 3rd Year
- 2nd Year 4th Year
- Native Speaker

Please indicate language studied: _____

Number of years studied: _____



Secondary Schools of the Oakland Diocese Confidential Recommendation Form 2009-2010

_____ has applied to **Saint Mary's College High School**.
Applicant's Name (please print)

To Current School: _____

Parental Permission for Release of Information: I hereby request and authorize the release of my child's academic records for 7th and 8th grade and standardized test scores to Saint Mary's College High School for the purpose of evaluating his/her application for admission. This information may be released from this date forward until June 30th of the same year. The recommendation forms will be used only in the admission process and will not become part of the student's permanent record. I understand that this recommendation form is confidential and may not be viewed by the applicant or the applicant's parent/guardian.

Signature _____
Parent/Legal Guardian Signature

Date

Directions to Principal/Counselor, and Math and English Teachers:

1. To be completed either collaboratively or individually by the eighth grade Math and English teachers and the school's Principal or Counselor. If the Principal or Counselor is unavailable, or has not had the opportunity to observe student adequately to answer questions about the student's academic and personal qualities, any adult outside the family who is closely familiar with these qualities may complete this form.
2. Please complete this form and mail directly to: Saint Mary's College High School Attention: Admissions Office, 1294 Albina Avenue, Berkeley, CA 94706 Phone: 510 559-6240.

<i>ACADEMIC QUALITIES</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>PERSONAL QUALITIES</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>PARENT INFORMATION</i>	Excellent	Good	Fair	Below Average
Support of family for school policies				
If private/independent school, regularity in meeting obligations				

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 _____

PRINCIPAL ONLY: If a public school, please skip this question. If a private/independent school, please answer:

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