

RECOMMENDATION FORMS FOR CATHOLIC SCHOOLS

*Saint Mary's College High School
2011-2012 Request for Academic Information and
Teacher/Principal Recommendations*

If the applicant currently attends a Catholic elementary school, please:

- Print this entire packet.

Necessary Forms that will print with this packet:

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

- Print the applicant's name on both forms.
- Check the appropriate boxes for each high school that your child has applied to. Date and sign the Parental Permission for Release of Information on the Confidential Recommendation Form
- Submit the original of both forms to your child's school office. Your child's school will complete and forward the requested information to Saint Mary's **by the deadline date of February 3, 2012 and should return forms to:**

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



Secondary Schools of the Oakland Diocese Grades Request Form

Student Name: _____ Date: _____

Present School: _____ # of Years _____ Previous School _____

(Grades 5 – 8 only)

School Phone: () _____ Ext. _____

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. **You may send transcripts/report cards.** Please complete this form:

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										

(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 Diocese of Oakland Confidential Recommendation Form 2011-2012

- | | | |
|--|--|--|
| <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. This information may be released to Saint Mary's for the purpose of evaluating his/her application for admission from this date forward until June 30th of 2011.

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>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
Commitment of family to Catholic Education				
Support of family for school policies				
Regularity in meeting financial obligations				

[OVER]

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: 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.