

RECOMMENDATION FORMS FOR PRIVATE AND PUBLIC SCHOOLS

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

If the applicant currently attends a Private or Public elementary school, please:

- Print this entire packet.

Necessary Forms that will print with this packet:

1. Grade Request and Confidential Principal or Counselor Recommendation
2. Confidential Math Teacher Recommendation
3. Confidential English Teacher Recommendation

- Print the applicant's name on all forms
- Date and sign the Parental Permission for Release of Information on the Confidential Principal or Counselor Recommendation Form
- Submit the original of all forms to your child's teachers and Principal with a return envelope addressed to Saint Mary's and ask them to return the information and forms by the ***deadline date of February 3, 2012.***

Saint Mary's will also accept copies of student recommendations completed by the Principal or teacher for other high schools to which the student has applied.

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

SAINT MARY'S COLLEGE HIGH SCHOOL

Confidential Principal's or Counselor's Assessment Form 2011-2012

Student's Name: _____

School: _____

Parental Permission for Release of Information: I hereby give my permission for the elementary school to send student cumulative academic records for my child to Saint Mary's College High School. 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 2012.

Parent/Legal Guardian Signature

Date

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 also attach seventh and eighth grade transcripts/report cards and copies of standardized test scores for the above student.** Please return the academic information and forms by ***February 3, 2012*** to:

Office 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.)

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, if applicable.

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 2011-2012

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 by **February 3, 2012** to:

Office 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 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

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 2011-2012

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 by **February 3, 2012** to:

Office 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.)

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: _____