

Chaminade College Preparatory School


Transcript Release Form & Recommendation Form

APPLICANT'S FULL NAME: _____

PARENT INSTRUCTIONS: Please sign this form, and then deliver this form directly to your son's present school. Upon submission of the Chaminade Application, this release form can be used by Chaminade College Preparatory School to obtain information to support the application.

I/we authorize the release of my/our son's grades, standardized test scores and any diagnostic test results as requested by Chaminade College Preparatory School. If acceptance is offered, I/we authorize release of the full record when transfer to Chaminade occurs.

I/we authorize Chaminade College Preparatory School to contact schools and other sources to obtain information to support my son's application. I/we will not seek access to confidential recommendation and evaluation materials before or after the admission decision is made. I/we release every person and institution from any and all liability resulting from or pertaining to the furnishing of records, documents and other information provided to Chaminade College Preparatory School for that purpose.

 Signatures of Parent/Guardian _____

Date _____

SCHOOL INSTRUCTIONS:

1. **Please make a copy of this cover sheet for your records.**
2. **Recommendation:** Please complete the student recommendation form. This form may be completed by the principal and/or the student's current teacher/s in a core subject. If you wish to discuss this student personally rather than completing the attached form, please check the box on page 2.
3. **Academic Transcript- PLEASE INCLUDE THE FOLLOWING:**
 - a) Copy of the student's latest standardized test scores,
 - b) Copy of psychological and/or special needs testing results, IEP if applicable,
 - c) Copy of discipline record,
 - d) Interpretation of grading scales,
 - e) Attendance records from 2016 through the present school year, and
 - f) Final and current grades from:
 - the 2016-2017 school year
 - the 2017-2018 school year
 - the 2018-2019 school year *through the CURRENT quarter, trimester or semester.*
4. Mail, Email or Fax this information to:
Chaminade College Preparatory School
ATTN: Admissions Office
425 S. Lindbergh Blvd.
St. Louis, MO 63131-2729
Fax: 314-993-4403
Email: admissions@chaminade-stl.org

To the Teacher:

- This recommendation form is part of Chaminade’s admission process. The submitted form and records will be confidential. You should complete this form, make a copy of it for your school’s records, and return this form to your school’s registrar or office. The student’s academic transcripts should be attached to this form before being sent to Chaminade.
- If you would prefer to discuss this applicant rather than complete this form, please complete the box below, and a member of Chaminade’s Admission Office will contact you.
- We appreciate your time to complete this form. Your reflections are an important part of the student’s application.

Applicant’s Name: _____

Current School: _____ Current Grade: _____

Name of teacher (please print): _____

Signature: _____ Date: _____

<input type="checkbox"/> I would rather discuss this student by telephone or in person. Please contact me at: _____. The best time to reach me is _____.

Subject(s) you teach this student: _____

I have known this student for _____ years _____ months.

Please place check marks at the points that represent your evaluation of the student in comparison to other boys in his age group whom you have taught. If you have no fair basis for judgment, please place a check mark in the far right column.

	One of the top few I have ever encountered	Excellent (top 10% this year)	Good (above average)	Average	Below Average	No basis for Judgment
Motivation to learn						
Intellectual curiosity						
Ability to work in a group						
Ability to work independently						
Organizational skills						
Work habits						
Creativity						
Class preparation						
Class participation						
Academic promise						
Academic achievement						
Effort/Determination/Grit						
Work ethic						
Conduct						

	One of the top few I have ever encountered	Excellent (top 10% this year)	Good (above average)	Average	Below Average	No basis for Judgment
Consideration for others						
Relationships with peers						
Relationships with adults						
Respect accorded by peers						
Respect accorded by adults						
Emotional maturity						
Self-confidence						
Sense of humor						
Integrity/honesty						
Sense of responsibility						
Leadership skills						
Overall evaluation as a student						

How well do you know the applicant academically? _____

How well do you know the applicant personally? _____

What are the first three words that come to mind when you think of this student?

1. _____ 2. _____

3. _____

If the student is relatively weak or strong in any of the areas listed on the check list, please elaborate.

Please comment on this student's character, citizenship, and contributions to your community.

Is this student placed in any honors or accelerated classes? If so, please list class(es) below:

If the student's attendance record is not listed on the transcript or report card, please indicate the number of days he has been absent and/or tardy this year and last year while at your school:

This school year: Absent _____ Tardy _____
Last school year: Absent _____ Tardy _____

If the student is not, or has not been, in good academic or disciplinary standing, please explain.

Has the student ever been dismissed, suspended, placed on probation, or received other serious disciplinary action?

Yes _____ No _____

Has he withdrawn from school voluntarily for an extended period of time for reasons other than health?

Yes _____ No _____

If the answer to either or both of these questions is yes, please provide a full explanation below:

Please complete the items listed below:

SCHOOL NAME

SCHOOL STREET ADDRESS

CITY

STATE

ZIP CODE

EMAIL ADDRESS

WORK PHONE NUMBER

Thank you for completing this form. We appreciate your feedback regarding this applicant.



CHAMINADE
COLLEGE PREPARATORY SCHOOL