

PERMISSION FOR SCHOOL TO RELEASE STUDENT RECORDS

To: Admissions, St. Ann School, 7532 Natural Bridge Rd., St. Louis, MO 63121

Name of Applicant _____ Grade Entering _____

The form below is to be completed by the Principal, Guidance Counselor or current teacher of your child's most recent school. Please **mail** this confidential reference directly to the Principal at St. Ann School. A parent cannot hand carry this form to St. Ann School. This form must be received before the admission process can continue.

I/we hereby authorize St. Ann School to contact schools and other sources to obtain information to support this application, and 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 St. Ann School.

In order to complete the application, I/we authorize the release of my/our child's academic records, discipline records, and psychological testing scores as requested by St. Ann School. After acceptance has been offered, I/we authorize release of all records when transfer to St. Ann School occurs.

Signature of both
Date _____ Parents/Guardians _____

Form A—School Recommendation:

This student is seeking admission to St. Ann School. The Christian conduct that we demand of our students at St. Ann School requires that all students be of good character and able to work cooperatively with their peers.

Please complete this form and mail it to St. Ann School with a copy of the transcript of marks earned for the last two years, the current year-to-date grades, the marking system you use (A=90-100 for example), the student's discipline record, and the most recent standardized test scores for achievement and intelligence. Please show percentile or stanines, and whether national or independent school norms were used.

We would appreciate your observations about the areas listed below. You may indicate your ratings (1 to 5) by circling the appropriate number. Please use the question mark where you have insufficient evidence on which to make a judgment. If you wish to discuss the student personally rather than complete this form, please check here ____, sign the form and note your telephone number. The Principal will contact you.

	1-Never	2-Seldom	3-Occasionally	4-Most of Time	5-Always	?-Unknown
1. Is the student performing at grade level?	1	2	3	4	5	?
2. Does the student work to his/her fullest potential?	1	2	3	4	5	?
3. Does the student display exemplary promptness to class and attendance?	1	2	3	4	5	?
4. Does the student display an interest in personal appearance?	1	2	3	4	5	?
5. Does the student display a cooperative and positive attitude with you, the teacher?	1	2	3	4	5	?
6. Does the student display a friendly an positive relationship with peers?	1	2	3	4	5	?
7. In group activities, does the student display a cooperative attitude?	1	2	3	4	5	?
8. Does the student demonstrate emotional stability exhibiting self-control?	1	2	3	4	5	?
9. Do you consider this student an honest and forthright individual?	1	2	3	4	5	?

We would appreciate receiving your answers to the following questions that relate to the student. Please feel free to elaborate on your answers on the bottom of this form.

1. Is the student in good standing and eligible to re-enter your school at the next grade level?
Yes _____ No _____
2. Has the student been involved with alcohol or drugs? Yes _____ No _____
3. Has any disciplinary action ever been taken with this student? Yes _____ No _____
4. Has the student any physical, social or emotional limitations? Yes _____ No _____
5. Are parents cooperative? Yes _____ No _____
If your school is private or parochial, does the family meet its financial obligations for school bills on time? Yes _____ No _____
6. How would compare this student to the others whom you observed in similar circumstances?
_____ Below Average _____ Fair _____ Good (above average) _____ Excellent

Please use the bottom of this form to make further remarks if needed. You may ask a teacher who knows the candidate to make remarks on the bottom of this form, also. If you do not wish to complete this form, please sign and note your telephone number. Our Principal will call you.

Date: _____ **Signature:** _____ **Title:** _____

Printed Name: (Mr., Mrs., Miss., Ms., Dr.) _____

School: _____ **Phone Number:** (____) _____

Address: _____ **City:** _____ **State:** _____ **Zip:** _____

After completion, PLEASE ATTACH A COPY OF THE TRANSCRIPT FOR THE LAST TWO YEARS AND FOR THE CURRENT YEAR-TO-DATE and THE STUDENT'S DISCIPLINE RECORDS. Also, PLEASE ATTACH A COPY OF THE MOST RECENT STANDARDIZED TEST SCORES. Mail to the Principal of St. Ann School, 7532 Natural Bridge Rd., St. Louis, MO 63121. The school telephone number is (314) 381-0113. Thank you.

Remarks: