

## **APPENDIX C:**

**Student Information and Records Release Forms**



**2020-2021 AUTHORIZATION TO RELEASE RECORDS**  
FOR STUDENTS ATTENDING CATHOLIC ELEMENTARY SCHOOLS IN THE ARCHDIOCESE OF WASHINGTON

**PERSONAL CONTACT INFORMATION**

Student Name \_\_\_\_\_  
(Last, First, Middle Initial)

Address \_\_\_\_\_  
(Street) (City) (State) (ZIP)

Phone \_\_\_\_\_  
(Home) (Office / Cell)

Parent/Guardian Name (please print) \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_  
(Signature authorizes release of student's records to the identified high schools.)

**Students will take the High School Placement Test on Wednesday, December 2, 2020.**  
**Return this form to the student's 8th grade teacher by Monday, November 23, 2020.**

**Please attach a copy of your HSPT registration confirmation letter if applying to a Code Choice or Fourth Choice School.**

**HIGH SCHOOL CHOICES:** THIS FORM AUTHORIZES THE RELEASE OF STUDENT RECORDS TO THE HIGH SCHOOLS IDENTIFIED BELOW.

Check (☐) **up to four** of the following **'Code Choice'** school(s) to which you intend to apply for admittance in the fall of 2021. The school(s) checked will receive scores from the High School Placement Test, which are needed to complete the student application file. The schools checked on this form must match the schools listed on the HSPT registration.

Check (☐) the following **'Non-Code Choice'** school(s) to which you intend to apply for admittance in the fall of 2021. **NOTE:** These seven schools do not participate in the High School Placement Test (HSPT) process. Students may apply to these 'Non-Code Choice' schools in addition to the **1 to 4** 'Code Choice' schools. Please contact the Non-Code Choice schools directly for more information about their individual admissions testing requirements.

Write (▶) in the box below the name of one school in the Diocese of Arlington or Archdiocese of Baltimore if you wish to have records sent to the school. The school must match the **Fourth Choice** school listed on the HSPT registration.

**Code Choice (Check up to four schools.)**

<i>Men's Schools</i>	<i>Women's Schools</i>	<i>Co-Educational Schools</i>
<input type="checkbox"/> DeMatha Catholic HS <input type="checkbox"/> Gonzaga College HS	<input type="checkbox"/> Academy of the Holy Cross <input type="checkbox"/> Elizabeth Seton HS <input type="checkbox"/> Georgetown Visitation Preparatory School	<input type="checkbox"/> Archbishop Carroll HS <input type="checkbox"/> Bishop McNamara HS <input type="checkbox"/> Our Lady of Good Counsel HS <input type="checkbox"/> St. John's College HS <input type="checkbox"/> St. Mary's Ryken HS <input type="checkbox"/> St. Vincent Pallotti HS <input type="checkbox"/> Don Bosco Cristo Rey HS

**Non-Code Choice (Check one or more schools.)**

<i>Men's Schools</i>	<i>Women's Schools</i>	
<input type="checkbox"/> The Avalon School <input type="checkbox"/> Georgetown Preparatory School <input type="checkbox"/> St. Anselm's Abbey School	<input type="checkbox"/> Brookewood Academy <input type="checkbox"/> Connelly School of the Holy Child <input type="checkbox"/> Stone Ridge School of the Sacred Heart	

**Fourth Choice - Diocese of Arlington / Archdiocese of Baltimore Choice (Write the name of one school.)**

▶ \_\_\_\_\_

**This form is to be kept on file at the elementary school.**



**AUTORIZACIÓN PARA DIVULGAR REGISTROS 2020-2021**  
PARA ALUMNOS QUE ASISTEN A ESCUELAS PRIMARIAS CATÓLICAS DE LA ARQUIDIÓCESIS DE WASHINGTON

**INFORMACIÓN PERSONAL/DE CONTACTO**

Nombre del alumno \_\_\_\_\_  
(Apellido, primer nombre, inicial del segundo nombre)

Domicilio \_\_\_\_\_  
(Calle) (Ciudad) (Estado) (Código postal)

Teléfono \_\_\_\_\_  
(Particular) (Trabajo / Celular)

Nombre de padre/madre/tutor(a) (en letra de imprenta) \_\_\_\_\_

Firma de padre/madre/tutor(a) \_\_\_\_\_ Fecha \_\_\_\_\_  
(Al firmar se autoriza la divulgación de los registros del alumno a las escuelas secundarias aquí mencionadas)

**Los alumnos rendirán la prueba de ingreso a escuela secundaria (HSPT) el miércoles, 2 de diciembre de 2020.**  
**Solicitamos devolver este formulario al maestro de octavo grado antes del lunes, 23 de noviembre de 2020.**

**Por favor, si está solicitando inscripción en una escuela con código de selección o en una escuela de cuarto selección, adjunte una copia de la carta de confirmación de inscripción para la prueba HSPT.**

**ELECCIONES DE ESCUELA SECUNDARIA** – ESTE FORMULARIO AUTORIZA LA DIVULGACIÓN DE LOS REGISTROS DEL ALUMNO A LAS ESCUELAS SECUNDARIAS QUE SE MENCIONAN A CONTINUACIÓN.

Entre las siguientes escuelas "**con código de selección**" marque con  un **máximo de 4 escuelas**, a la(s) que piensa solicitar admisión para el otoño de 2021. La escuela o escuelas marcadas recibirán los puntajes obtenidos en la prueba de ingreso a escuela secundaria (HSPT), los cuales son necesarios para completar el expediente de solicitud del alumno. Las escuelas marcadas en este formulario deben coincidir con las escuelas enumeradas en la inscripción para la prueba HSPT.

Entre las siguientes escuelas "**sin código de selección**", marque con  la escuela, o escuelas, a la(s) que piensa solicitar admisión para el otoño de 2021. **NOTA:** Estas siete escuelas no participan en el proceso de triple selección ni de la prueba de ingreso a escuela secundaria (HSPT). Los alumnos podrán solicitar inscripción para estas siete escuelas "sin código de selección", además de hacerlo para **1 o 4** escuelas "con código de selección". Por favor, contáctese directamente con las escuelas sin código de selección para obtener más información sobre sus requisitos particulares en cuanto a pruebas de admisión.

Si desea que se envíen los registros a una de las escuelas de la Diócesis de Arlington o de la Arquidiócesis de Baltimore, escriba (►) en la casilla que aparece debajo del nombre de la escuela elegida por usted para dicho envío. La escuela elegida debe coincidir con la escuela de **cuarto selección** indicada en la inscripción para la prueba HSPT.

<b>Con código de selección (marque solo un máximo de 4 escuelas).</b>		
<i>Escuelas de varones</i>	<i>Escuelas de mujeres</i>	<i>Escuelas mixtas</i>
<input type="checkbox"/> DeMatha Catholic HS <input type="checkbox"/> Gonzaga College HS	<input type="checkbox"/> Academy of the Holy Cross <input type="checkbox"/> Elizabeth Seton HS <input type="checkbox"/> Georgetown Visitation Preparatory School	<input type="checkbox"/> Archbishop Carroll HS <input type="checkbox"/> Bishop McNamara HS <input type="checkbox"/> Our Lady of Good Counsel HS <input type="checkbox"/> St. John's College HS <input type="checkbox"/> St. Mary's Ryken HS <input type="checkbox"/> St. Vincent Pallotti HS <input type="checkbox"/> Don Bosco Cristo Rey HS

<b>Sin código de selección (marque una o más escuelas).</b>		
<i>Escuelas de varones</i>	<i>Escuelas de mujeres</i>	
<input type="checkbox"/> The Avalon School <input type="checkbox"/> Georgetown Preparatory School <input type="checkbox"/> St. Anselm's Abbey School	<input type="checkbox"/> Brookewood Academy <input type="checkbox"/> Connelly School of the Holy Child <input type="checkbox"/> Stone Ridge School of the Sacred Heart	

**Cuarto selección** - Elección para Diócesis de Arlington / Arquidiócesis de Baltimore (*Escriba el nombre de una sola escuela*).  
 ►

Este formulario deberá ser archivado en la escuela primaria correspondiente.



# Catholic High School Student Information Form

## 2020-2021 Admissions Cycle

**DUE: December 11, 2020**

Student Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
 (Last) (First) (Middle) (Month/Date/Year)

Home Phone: \_\_\_\_\_ - \_\_\_\_\_ Gender: \_\_\_ M \_\_\_ F

Street Address: \_\_\_\_\_ Apt. #: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Student's Parish: \_\_\_\_\_  
 (N/C if not Catholic)

School Name: \_\_\_\_\_ Location: \_\_\_\_\_

Home Room Teacher: \_\_\_\_\_ School Phone: \_\_\_\_\_  
 (Primary 8<sup>th</sup> Grade Teacher)

School Email: \_\_\_\_\_

Insert information below or send transcripts directly to the school:

Grades	Religion	Reading	English (Language Arts, Grammar, Vocabulary)	Math: Regular	Math: Algebra	Social Studies	Science	Foreign Language	# Days Absent	# Days Late
7th Grade: Final Grades										
8th Grade: 1st Quarter										

**Explanation of symbols:** A=93-100; B=85-92; C=77-84; D=70-76; F=Below 70

**Honors Courses:** Use an asterisk (\*) to indicate honors courses.

How many years had this student attended Catholic elementary school? \_\_\_\_\_

### Internal Confidential Communication

This document is intended for the internal, confidential communication between Archdiocesan elementary schools and prospective Catholic high schools in the Archdiocese of Washington. This information is not to be a part of a student's permanent record and should be maintained in the office of admissions at each local high school and properly destroyed once admission decisions have been made. In no event should this document or the information contained therein be shared with parents or prospective students.

6/10/20

Principal's Recommendation (Please check):

I recommend this student (circle one):

- Academic Ability and Promise:** Enthusiastically, With Confidence, Recommend, Recommend with Reservation, Not at all
- Character and Personal Promise:** Enthusiastically, With Confidence, Recommend, Recommend with Reservation, Not at all
- Overall:** Enthusiastically, With Confidence, Recommend, Recommend with Reservation, Not at all

I wish to provide additional information (circle one):

- Call me at the number provided
- Email me at the address provided
- I will contact your admissions office to set up a date and time for a conversation.
- N/A

Principal's Contact Information

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Principal's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Principal's Name (print): \_\_\_\_\_

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# Academic Readiness

Seventh and eighth grade subject teachers evaluate the applicant using the following scale: 1= One of the best ever.  
2= Excellent. 3= Good. 4= Average. 5= Below Average. 6= Poor. N/A= No Opportunity to Observe

## Academic Ratings

Teacher Evaluations (use scale above)	Religion	Reading	English (Language Arts, Grammar, Vocabulary)	Math: Regular	Math: Algebra	Social Studies
Ability to work independently						
Ability to work in a group						
Ability to follow directions						
Ability to express ideas orally						
Achievement related to potential						
Creativity						
Intellectual curiosity						
Organization of time and work						
Self-motivation						

Textbook used						
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## Personal Attributes

Conduct						
Leadership						
Emotional maturity						
Relationship with peers						
Relationship with adults						
Concern for others						
Self-confidence						
<b>Teachers' Initials</b>						

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## Academic Readiness

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### Academic Ratings

Teacher Evaluations (use scale above)	Science	Music	Art	Physical Education	Foreign Language (optional)	Other
Ability to work independently						
Ability to work in a group						
Ability to follow directions						
Ability to express ideas orally						
Achievement related to potential						
Creativity						
Intellectual curiosity						
Organization of time and work						
Self-motivation						

Textbook used						
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### Personal Attributes

Conduct						
Leadership						
Emotional maturity						
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# Standardized Test Data

*Scantron Performance Series*, Spring 2019

For *Performance Series* results, please attach the Extended Student Profile report or label to this form. If the student does not have Performance Series results from seventh grade, please substitute other test scores, sixth grade scores, etc.

Are standardized test scores indicative of perceived ability? Yes \_\_\_\_\_ No \_\_\_\_\_

If no, please explain below.

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# Notes

Please be specific when providing information about the following topics. Comments by the homeroom teacher are carefully noted in the admissions process.

1. What are the first words that come to mind when describing this student?
  - a.
  - b.
  - c.
2. What words would you use to describe this student's strengths?
  - a.
  - b.
  - c.
3. List areas in need of growth for this student
  - a.
  - b.
  - c.
4. Describe this student's work ethic
  - a.
  - b.
  - c.
5. Please explain excessive tardiness or absences if applicable
6. List student's activities or interests
  - a.
  - b.
  - c.
7. Describe parental involvement and cooperation
8. Note other information that may influence this student's achievement in school

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