



Transcript Record for Presentation of Mary Academy

Directions to Student Applicants: Please fill out the information requested below. Be sure to print clearly. Give this form to your Principal, Guidance Counselor or Teacher along with the Request for Transcript Form signed by a parent/guardian.

Name: _____			Phone: (____) _____ -- _____	
<i>Last Name</i>	<i>First Name</i>	<i>Middle Name</i>		
Address: _____			_____	_____
<i>Street</i>			<i>City/Town</i>	<i>State</i>
School Currently Attending: _____			Location: _____	
<i>Name of School</i>			<i>City, State</i>	
School Phone Number: (____) _____ -- _____		Parent Signature: _____		

Attention Principal, Guidance Counselor or Teacher: The above student is applying for admission to Presentation of Mary Academy. If the student is to be given fair consideration, a full report from your school is essential. **Please be sure to provide information regarding the level of the courses taken.** This information is needed by December 29th.

COURSE LEVELS: A – Advanced H – Honors S – Standard R – Remedial

For math please indicate - Pre-Algebra or Algebra

PREVIOUS YEAR – GRADE _____

COURSE	LEVEL OF COURSE	YEAR'S AVERAGE
Religion		
English		
Math		
Science		
Reading		
Soc. Stud.		
French		
Spanish		

Previous Year Days Absent _____

CURRENT YEAR – GRADE _____

COURSE	LEVEL OF COURSE	QUARTER 1
Religion		
English		
Math		
Science		
Reading		
Soc. Stud.		
French		
Spanish		

Current Days Absent _____

Does the student have an I.E.P.? _____ If yes, when was the most recent review? _____
 Is the student currently on a 504 Plan? _____

STANDARDIZED TEST RESULTS

Name of Standardized Test: _____ Date Given: _____

* Please attach a copy of the student's most recent standardized test results.

School Official's Name: _____	Signature: _____
Your Position _____	Date Mailed ____ / ____ / ____



Request for Transcript

Date: ____ / ____ / ____

Dear Parent/Guardian,

Please sign this consent form and forward it to the person at your child's present school who completes records (ex: Principal, Guidance Counselor or Teacher).

I hereby grant permission for _____ to forward
Name of Current School
copies of the following information contained in the school records of:

Name of Applicant

- **Transcript of final grades from previous school year**
- **Grades to date for the current school year**
(must include at least first quarter)
- **Recent standardized test scores**
- **A copy of any IEP or 504 plan** *(if applicable)*
- **Other:** _____

Parent/Guardian Signature

Dear Principal, Guidance Counselor or Teacher,

Please mail this information to:

**Director of Admissions
Presentation of Mary Academy
209 Lawrence Street
Methuen, Massachusetts 01844**

Thank you for your attention to this matter.



Administrator Recommendation

Applicant: Please print your name on the lines below and give this form to your Principal, Assistant Principal, or Guidance Counselor along with a stamped envelope addressed to the Admissions Office at Presentation of Mary Academy.

Applicant's Name: _____
Last Name *First Name* *Middle Name*

Administrator: The student named above is an applicant for admission to Presentation of Mary Academy. The Academy is a private, Catholic, co-ed high school. The curriculum is a structured, college preparatory program that requires strong academic ability, motivation, and discipline. As you complete this recommendation, please be aware that the Admissions Committee depends upon your professional judgment and personal candor. This recommendation is completely confidential. It will be seen by the Admissions Committee only.

Recommending Administrator: _____
Name *Position*

How long have you known the applicant? _____

Please evaluate the candidate using the scale below:

	Exceptional	Good	Average	Below Average	Unable to Judge
Academic Motivation					
Sense of Independence					
Reaction to Criticism					
Response to Difficulty					
Leadership Potential					
Concern for Others					
Ability to Adjust					
Sense of Humor					
Self-confidence					
Study Habits					
Initiative					
Maturity Level					

(Continued on Back)

In your opinion, how would this student fare academically and socially in the college preparatory environment at Presentation of Mary Academy?

Has the applicant received any special educational services? If so, please explain. _____

Has this student been subject to discipline for misconduct? If so, please explain. _____

Please add any comments about the student that you feel will aid the Admissions Committee in the decision making process.

As a candidate for admission to Presentation of Mary Academy, how would you recommend this student? *(please check one)*

	Enthusiastically	Strongly	With Reservations	Do Not Recommend
Academically				
Personally				

If you prefer to discuss this student confidentially by telephone, please complete the following:

Telephone Number: (____) _____ -- _____ Day Evening

Thank you for your evaluation of this student. Please return this form to:

Admissions Director
Presentation of Mary Academy
209 Lawrence Street
Methuen, MA 01844



Teacher Recommendation

Applicant: Please print your name on the lines below and give this form to one of your current teachers along with a stamped envelope addressed to the Admissions Office at Presentation of Mary Academy.

Applicant's Name: _____
Last Name *First Name* *Middle Name*

Teacher: The student named above is an applicant for admission to Presentation of Mary Academy. The Academy is a private, Catholic, co-ed high school. The curriculum is a structured, college preparatory program that requires strong academic ability, motivation, and discipline. As you complete this recommendation, please be aware that the Admissions Committee depends upon your professional judgment and personal candor. This recommendation is completely confidential. It will be seen by the Admissions Committee only.

Recommending Teacher: _____
Name *Subject/Capacity*

How long have you known the applicant? _____

Please evaluate the candidate using the scale below:

	Exceptional	Good	Average	Below Average	Unable to Judge
Academic Motivation					
Sense of Independence					
Reaction to Criticism					
Response to Difficulty					
Leadership Potential					
Concern for Others					
Ability to Adjust					
Sense of Humor					
Self-confidence					
Study Habits					
Initiative					
Maturity Level					

(Continued on Back)

In your opinion, how would this student fare academically and socially in the college preparatory environment at Presentation of Mary Academy?

What phrases best describe this student's academic work, potential, conduct, and effort?

Please add any comments about the student that you feel will aid the Admissions Committee in the decision making process.

As a candidate for admission to Presentation of Mary Academy, how would you recommend this student? *(please check one)*

	Enthusiastically	Strongly	With Reservations	Do Not Recommend
Academically				
Personally				

If you prefer to discuss this student confidentially by telephone, please complete the following:

Telephone Number: () -- Day Evening

Thank you for your evaluation of this student. Please return this form to:

Admissions Director
Presentation of Mary Academy
209 Lawrence Street
Methuen, MA 01844