

st. stephen's

CHURCH AND SCHOOL

challenging minds, transforming lives

ADMINISTRATOR CONFIDENTIAL SCHOOL REPORT

Parent or Guardian: Please read and sign this form before giving it to your child's teacher.

I understand and agree that the information below is confidential and will be used only in the evaluation of the applicant and will not become part of the applicant's permanent record. I also agree that this completed form will not be available to the applicant, parents, guardians, or anyone else outside the St. Stephen's Episcopal School Admissions Committee.

Parent/Guardian Signature

Date

Candidates Full Name _____

Current School _____ Current Grade _____

The student named above is a candidate for admission at St. Stephen's Episcopal School Houston. The school considers both a candidate's academic and personal qualities when making its admission decisions. The information you provide is confidential and will be used only in the selection of candidates. It will not become a part of the candidate's permanent file and will not be available to the candidate or his/her parents.

Name of person completing this form _____

How long have you known this student? _____

Please indicate your observations of the following:

Leadership: A positive leader Independent A follower A negative leader

Cooperation: Cooperative Cooperative occasionally Uncooperative

Dependability: Dependable Usually dependable Undependable

General Citizenship: A good citizen Adequate Unreliable, often in trouble

Is this candidate eligible to re-enter your school next term? YES NO If no, please explain.

Has the candidate had health problems that affect their work or behavior? YES NO If yes, please explain.

Has the candidate been diagnosed or shown signs of a learning difficulty? YES NO If yes, please explain.

Has the candidate been involved in acts of dishonesty? YES NO If yes, please explain.

Has the candidate been involved in the use of alcohol or other drugs? YES No If yes, please explain.

Has the candidate participated in disorderly, disruptive, or unmannerly conduct? YES NO If yes, please explain.

Has the candidate been disciplined by administration? YES NO If yes, please explain.

Has the candidate ever been suspended or expelled? YES NO If yes, please explain.

Is there anything you prefer to discuss by telephone or by email? YES NO

Telephone: _____ Email: _____

I would recommend this candidate:

For academic promise: Highly Recommend Recommend
 Recommend with reservations Not recommended

For character and personal promise: Highly Recommend Recommend
 Recommend with reservations Not recommended

Signature _____ Date _____

Title _____

School _____ Email _____

School Phone _____ School Fax _____

Thank you for your time and assistance in helping us know this applicant. We appreciate your prompt return of this form to:

St. Stephen's Episcopal School Houston
Director of Admissions
1800 Sul Ross
Houston, Texas 77098
Fax: (713) 821-9156

St. Stephen's Episcopal School Houston nurtures the gifts and character of each child to inspire academic success, spiritual growth, and compassionate and responsible citizenship.

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