

**This packet to be completed by school administration and  
teachers/counselors.**

**Send completed forms to:**

**Saint Mary's High School  
2525 North Third Street  
Phoenix, AZ 85004  
ATTN: Mrs. Farrell**

***Thank you!***

**SAINT MARY'S HIGH SCHOOL**  
**Request for Academic Records**

Applicant: Please put your name in the space provided. Give this request form to the Principal/Head Administrator at your present school.

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Student's Name

Dear Administrator:

The above-named student has taken the first step in applying for Saint Mary's High School by already taking the High School Placement Test. Your assistance is now needed to complete the second step of the process. Please provide the pieces of information listed below on behalf of this student. The information should be mailed directly to Saint Mary's High School by February 5, 2010:

- ❖ Student Profile Form for Administrator (The Form is attached.)
- ❖ Course Recommendation Form for this student (The Form is attached.)
- ❖ A copy of the student's 7<sup>th</sup> Grade Report Card and First Semester 8<sup>th</sup> grade Report Card
- ❖ A copy of the student's Standardized Test Scores from 7<sup>th</sup> and 8<sup>th</sup> grade

Saint Mary's High School thanks you for your time and assistance in this matter. Students will receive a letter from our school in early March letting them know their admission status.

Please mail the completed forms to the address below.

Sincerely,

Mrs. Suzanne Fessler  
Principal

**Saint Mary's High School**  
**2525 North Third Street**  
**Phoenix, AZ 85004**  
**Attn: Registrar**

**Phone: 602-251-2504**  
**FAX: 602-251-2595**

**SAINT MARY'S HIGH SCHOOL**  
**Course Recommendation Form for Teachers**  
**Due to Saint Mary's High School: January 19, 2010**  
2525 North Third Street Phoenix, AZ 85004 ATTN: Registrar  
FAX: 602-251-2595

Name of Student \_\_\_\_\_

**Required Information:** Name of Grade School \_\_\_\_\_

**Required Information:** School Phone Number (with area code): \_\_\_\_\_

**Teachers:** Below are the possible courses that freshmen students may be enrolled in at Saint Mary's High School. Please indicate which of these courses you believe would be the best entrance level courses for the student named. Please include any comments which would assist us in placing this student into his/her freshman classes. We ask that the appropriate English, Mathematics, Science, and Language teachers complete these sections.

**English Recommendation/Comment:**

\_\_\_\_\_ This student would benefit from being placed in an ELL class \_\_\_\_\_

\_\_\_\_\_ Remedial Reading/Language \_\_\_\_\_

\_\_\_\_\_ Freshman English \_\_\_\_\_

\_\_\_\_\_ Honors Freshman English \_\_\_\_\_

**Science Recommendation/Comment:**

\_\_\_\_\_ Freshman Physical Science \_\_\_\_\_

\_\_\_\_\_ Biology \_\_\_\_\_

\_\_\_\_\_ Honors Biology \_\_\_\_\_

**Mathematics Recommendation/Comment:**

\_\_\_\_\_ Pre-Algebra \_\_\_\_\_

\_\_\_\_\_ First Year Algebra \_\_\_\_\_

\_\_\_\_\_ Honors First Year Algebra \_\_\_\_\_

\_\_\_\_\_ Geometry (a first year Algebra course has been completed with a high level of proficiency) \_\_\_\_\_

\_\_\_\_\_ Honors Geometry (a first year Algebra course has been completed with a high level of proficiency) \_\_\_\_\_

\_\_\_\_\_ Second Year Algebra (first year Algebra and Geometry have been completed with a high level of proficiency) \_\_\_\_\_

Students who have an average to above average competency of the English language or of their native language are usually prepared to be successful in one of our language classes. Saint Mary's offers Spanish and French. Please comment on this students' readiness to begin a world language or the recommended level of language placement for this student.

**World Language Recommendation/Comments:**

French:                      1<sup>st</sup> year \_\_\_\_\_ 2<sup>nd</sup> year \_\_\_\_\_ 3<sup>rd</sup> year \_\_\_\_\_ 4<sup>th</sup> year \_\_\_\_\_

Comment: \_\_\_\_\_

Spanish:                      1<sup>st</sup> year \_\_\_\_\_ 2<sup>nd</sup> year \_\_\_\_\_ 3<sup>rd</sup> year \_\_\_\_\_ 4<sup>th</sup> year \_\_\_\_\_

Comment: \_\_\_\_\_

\_\_\_\_\_ I would **not** recommend this student to take a foreign language in the freshman year.

**Student Profile Form for Administrators**  
**Saint Mary's High School**  
Due February 5, 2010

**Administrator:** Please complete the information below and return to Saint Mary's High School.

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Student's **Full** Legal Name

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Name of School  
(please include area code)

School Phone

1. How long has this student been in your school?

2. Has this student been on an IEP or SSP in your school? Specify grade level(s):

3. Has this student received any accommodation? If yes, please specify:

4. Has this student been involved in any situation where legal authorities had to be contacted?

5. Has this student had any violations regarding illicit drugs or alcohol on or off campus?

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**Please evaluate the personal characteristics of this student using the following scale:**

**S = Superior    H = High    A = Average    L = Low**

Motivation \_\_\_\_\_

Student's attendance at your school

Study Habits \_\_\_\_\_

Student's promptness to their classes

Discipline/Conduct \_\_\_\_\_

Additional Comments: \_\_\_\_\_

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- Please attach/include a copy of this student's 7<sup>th</sup> and first semester 8<sup>th</sup> grade Report Cards.
- Please attach/include a copy of this student's 7<sup>th</sup> and 8<sup>th</sup> grade (if available) Standardized Test Scores.

Signature of School Official: \_\_\_\_\_ Title: \_\_\_\_\_

Printed Name of School Official: \_\_\_\_\_ Date: \_\_\_\_\_