

TRANSCRIPT RELEASE AND RECOMMENDATION FORMS

PARENTS/GUARDIANS:

Please sign this permission form and give to the office of the school your child currently attends.

I hereby authorize _____ to release testing, academic, behavior, and discipline
(name of high school)
information to Saint Mary's Catholic High School. To allow a completely candid response, I waive my right to examine all
recommendation forms and records once they are turned in to Saint Mary's Catholic High School.
Parent/Guardian Signature _____ Date: _____

Student Information

Student's Name		Date of Birth
Name of Grade School / Middle School		
School Phone with area code	School Contact Person / Title / Email	

ADMINISTRATORS:

Please submit the following documents:

- Copy of Student Transcripts
- Principal's Recommendation
- Discipline Record
- Attendance Record

Return completed forms by mail to:
Saint Mary's Catholic High School
2525 North Third Street
Phoenix, AZ 85004
Attention: Admissions

Or email to:
Director of Admissions
Jkennedy@smknights.org

Questions? Please reach out by email or phone - (602) 251-2513.

ADMINISTRATOR RECOMMENDATION

To be completed by the Principal, Counselor or Office Administrator:

Student's Name	Name of School
Administrator's Name and Title	
Administrator's Signature	Date

APPLICANT'S PERSONAL QUALITIES

Please rate the student from 1 to 5 using the following scale:

	1 poor	2 fair	3 average	4 good	5 outstanding
Personal Conduct					
Respect for Authority					
Openness to Correction					
Work Ethic					
Leadership					
Self-Confidence					
Character					
Participation in Religious Activities					
Participation in Community					
Parent Cooperation					
Parent Involvement					

YES	NO	
		Has this student missed ten or more days of school? If yes, please explain.
		Has this student been tardy to school ten or more times? If yes, please explain.

YES	NO	
		Has this student received any significant or excessive discipline violations (in or out of school suspensions, detentions or minor infractions)? If yes, please explain.
		Has this student been diagnosed with a learning disability or been on an IEP, SSP, 504 plan or student service plan in your school and received special accommodation? If yes, please specify. This will not be used to determine acceptance, but rather to assist in best supporting the student.

Is there anything else you believe we should know about the student applying for admission to Saint Mary's Catholic High School?

Please return directly to Saint Mary's Director of Admissions, Jacquie Kennedy, by email or fax – jkennedy@smknights.org or 602-251-2513.