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SCHOOL EVALUATION and UNOFFICIAL Transcript Request Form for grades 7 & 8

Parents: Please complete this form and submit to your daughter's current school. By doing so you authorize the named school to release copies of UNOFFICIAL transcripts (report cards, standardized test results, attendance records, discipline records) and any other information or evaluation for three previous years to Notre Dame Academy.

Name of Student

Date

Name of Current School

Current Grade

Name of Parent/Legal Guardian

Parent Signature for Release of UNOFFICIAL Transcript

Dear Teacher/Counselor,

The above-named student has applied for admission to Notre Dame Academy. To assist in the process of reviewing the student's application, we ask that you please complete the School Evaluation Form. We also ask that you provide us with a copy of the student's UNOFFICIAL transcripts, attendance records, standardized test scores and MAP/IEP/504 accommodations if applicable.

Your evaluation of this student will be highly regarded. In order to process the admission application the above information is needed regarding the student's academic performance in school, and your personal evaluation of this student. This information will assist NDA in interpreting test scores for admission and placement in the program best suited for her.

We want you to be assured that this information will be kept confidential. Parents have been apprised of this procedure, their signature above indicates the release of this information to Notre Dame Academy.

It is important for us that we receive your evaluation and the student's UNOFFICIAL transcripts as soon as possible so that we can process this student's application.

We thank you for your time in completing this evaluation.

Sincerely,

Jamie Orians

Jamie Orians, Director of Admissions
jorians@nda.org | 419-72-1280
Notre Dame Academy, Grades 7-12

**Please send the School Evaluation and
Unofficial Transcripts directly to:**

**Notre Dame Academy
Admissions Office
3535 West Sylvania Avenue
Toledo, OH 43623
Fax: 419-725-1262**

School Evaluation Form

Notre Dame Academy abides by the policy that all information provided on the School Evaluation Form will be held in the strictest confidence and will not, directly or indirectly, be shared with students, parents, or guardians.

Name of Student _____

Current School _____

Current Grade Level ____ Curricular Placement? Honors General Education Special Education

Please list the student's most recent grade during their current school year:

Math _____ English _____ Science _____ Social Studies _____ Foreign Language _____

I have known this student for _____ years, _____ months.

Attendance

Grade	Excused	Unexcused	Times Tardy	Comments
6th Grade				
7th Grade				
8th Grade				

	Outstanding	Above Average	Average	Below Average
Work Habits				
Preparation for Class				
Ability to Work in a Group				
Willingness to Seek Help				
Respect of Others				
Conduct				

Would you recommend this student for a college prep program? Yes or No

Please include the following documents:

- Completed Evaluation Form
- Standardized Test Results
- Copy of Unofficial Grade Cards/Transcripts
- MAP/IEP/504 accommodations, when applicable

Evaluator's Name (printed) _____ Evaluator's Signature _____

Position _____ Date _____ Telephone Number _____

Please mail to:
 Notre Dame Academy Admissions Office
 3535 West Sylvania Avenue, Toledo, Ohio 43623
 Fax: 419-724-1262