

# RELEASE OF RECORDS & RECOMMENDATION FORM



***This form does not need to be completed by students currently attending Archdiocesan Catholic Schools.***

*Please complete the form below and mail to your daughter's current school.*

## Transcript Release Form

I Authorize the Release of a copy of my daughter's transcripts to:

Office of Admissions  
The Seton Keough High School  
1201 Caton Avenue  
Baltimore, Maryland 21227  
Phone: 410-646-4444  
Fax: 443-573-0107

Students Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Grade: \_\_\_\_\_

Signature of Parent/Guardian: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Dear Principal/Counselor:

The above named student is applying for enrollment at The Seton Keough High School. Please send the school a copy of the complete transcript of this student's school records, including grades to date for the last marking period of the student's attendance, the number of units or credits she was carrying, an explanation of your grading system, test results, and any other information.

Additionally, please fill out the recommendation form on the other side of this page and include with the student's transcripts.

Thank you.

—Please see reverse side—

## RECOMMENDATION FORM

School officials: Please complete and sign this form. Attach a copy of this student's academic record and standardized testing results. Forward this completed form and transcripts to Seton Keough's Admission Office (*address on reverse side*).

### Academic Qualities

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|----------------------------------|--------------------------------------|-------------------------------|----------------------------------|--|--|
| 1. Academic Ability              | <input type="checkbox"/> Outstanding | <input type="checkbox"/> Good | <input type="checkbox"/> Average | <input type="checkbox"/> Below Average | <input type="checkbox"/> No Basis to Judge |
| 2. Academic Achievement          | <input type="checkbox"/> Outstanding | <input type="checkbox"/> Good | <input type="checkbox"/> Average | <input type="checkbox"/> Below Average | <input type="checkbox"/> No Basis to Judge |
| 3. Self-Motivation               | <input type="checkbox"/> Outstanding | <input type="checkbox"/> Good | <input type="checkbox"/> Average | <input type="checkbox"/> Below Average | <input type="checkbox"/> No Basis to Judge |
| 4. Study Habits                  | <input type="checkbox"/> Outstanding | <input type="checkbox"/> Good | <input type="checkbox"/> Average | <input type="checkbox"/> Below Average | <input type="checkbox"/> No Basis to Judge |
| 5. Intellectual Curiosity        | <input type="checkbox"/> Outstanding | <input type="checkbox"/> Good | <input type="checkbox"/> Average | <input type="checkbox"/> Below Average | <input type="checkbox"/> No Basis to Judge |
| 6. Ability to Work               | <input type="checkbox"/> Outstanding | <input type="checkbox"/> Good | <input type="checkbox"/> Average | <input type="checkbox"/> Below Average | <input type="checkbox"/> No Basis to Judge |
| 7. Participation in Discussion   | <input type="checkbox"/> Outstanding | <input type="checkbox"/> Good | <input type="checkbox"/> Average | <input type="checkbox"/> Below Average | <input type="checkbox"/> No Basis to Judge |
| 8. Reading Ability               | <input type="checkbox"/> Outstanding | <input type="checkbox"/> Good | <input type="checkbox"/> Average | <input type="checkbox"/> Below Average | <input type="checkbox"/> No Basis to Judge |
| 9. Writing Ability               | <input type="checkbox"/> Outstanding | <input type="checkbox"/> Good | <input type="checkbox"/> Average | <input type="checkbox"/> Below Average | <input type="checkbox"/> No Basis to Judge |
| 10. Oral Expression              | <input type="checkbox"/> Outstanding | <input type="checkbox"/> Good | <input type="checkbox"/> Average | <input type="checkbox"/> Below Average | <input type="checkbox"/> No Basis to Judge |
| 11. Follows Direction            | <input type="checkbox"/> Outstanding | <input type="checkbox"/> Good | <input type="checkbox"/> Average | <input type="checkbox"/> Below Average | <input type="checkbox"/> No Basis to Judge |
| 12. Uses Suggestions/Corrections | <input type="checkbox"/> Outstanding | <input type="checkbox"/> Good | <input type="checkbox"/> Average | <input type="checkbox"/> Below Average | <input type="checkbox"/> No Basis to Judge |
| 13. Seeks Help When Needed       | <input type="checkbox"/> Outstanding | <input type="checkbox"/> Good | <input type="checkbox"/> Average | <input type="checkbox"/> Below Average | <input type="checkbox"/> No Basis to Judge |
| 14. Attention Span               | <input type="checkbox"/> Outstanding | <input type="checkbox"/> Good | <input type="checkbox"/> Average | <input type="checkbox"/> Below Average | <input type="checkbox"/> No Basis to Judge |

**What are the first words that come to your mind when you think of this applicant?**

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### Personal Qualities

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|----------------------------|--------------------------------------|-------------------------------|----------------------------------|--|--|
| 1. Maturity                | <input type="checkbox"/> Outstanding | <input type="checkbox"/> Good | <input type="checkbox"/> Average | <input type="checkbox"/> Below Average | <input type="checkbox"/> No Basis to Judge |
| 2. Consideration of Others | <input type="checkbox"/> Outstanding | <input type="checkbox"/> Good | <input type="checkbox"/> Average | <input type="checkbox"/> Below Average | <input type="checkbox"/> No Basis to Judge |
| 3. Peer Social Adjustment  | <input type="checkbox"/> Outstanding | <input type="checkbox"/> Good | <input type="checkbox"/> Average | <input type="checkbox"/> Below Average | <input type="checkbox"/> No Basis to Judge |
| 4. Self-Confidence         | <input type="checkbox"/> Outstanding | <input type="checkbox"/> Good | <input type="checkbox"/> Average | <input type="checkbox"/> Below Average | <input type="checkbox"/> No Basis to Judge |
| 5. Integrity               | <input type="checkbox"/> Outstanding | <input type="checkbox"/> Good | <input type="checkbox"/> Average | <input type="checkbox"/> Below Average | <input type="checkbox"/> No Basis to Judge |
| 6. Conduct                 | <input type="checkbox"/> Outstanding | <input type="checkbox"/> Good | <input type="checkbox"/> Average | <input type="checkbox"/> Below Average | <input type="checkbox"/> No Basis to Judge |
| 7. Parental Support        | <input type="checkbox"/> Outstanding | <input type="checkbox"/> Good | <input type="checkbox"/> Average | <input type="checkbox"/> Below Average | <input type="checkbox"/> No Basis to Judge |

**What are the applicant's special interests?**

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**Please list any additional information that might be helpful in our evaluation of this student.**

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Check here to confer with an admission officer

SIGNATURE OF SCHOOL OFFICIAL COMPLETING FORM

POSITION

DATE

SCHOOL

ADDRESS

PHONE