

APPLICATION FOR ADMISSION:
**Transcript Release Form —
 Principal/Guidance Reference**

**An Official School Transcript that includes
 1st and/or 2nd Marking Period Grades
 MUST ACCOMPANY THIS FORM.**

APPLICANT'S FIRST NAME

APPLICANT'S MIDDLE NAME

APPLICANT'S LAST NAME

▶ Candidate for the academic year beginning September 20 ____ Grade: 9 10 11 12 Present Grade ____ Boarding Day

▶ **TO THE SCHOOL OFFICIAL:**

This student is applying for admission to Proctor Academy. In providing you with this form, the student and his/her parent/guardian have authorized release of all requested information, including disciplinary actions. A full report is essential if the student is to be given fair consideration in our selection process. Please bear in mind that admission is competitive and that the Admission Committee depends on your candid evaluations in making its decision.

▶ **CONFIDENTIALITY AND PRIVACY RIGHTS:**

Federal law guarantees enrolled students the right and access to their educational records. Applicants do not have this right during the admission process: only after actual registration as students do they receive this protection. Proctor Academy can therefore guarantee the strict confidentiality of this reference; it will be destroyed before the candidate enrolls, and will never become part of his or her educational record.

▶ **ACADEMIC EVALUATION:**

In relation to others in the applicant's age group whom you have known, please check the appropriate box for each item below:

	BELOW AVERAGE	AVERAGE	GOOD	EXCELLENT	NO BASIS FOR JUDGEMENT
Self-discipline	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Seriousness of purpose	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Oral expression	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Study habits	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Initiative	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Curiosity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Common sense	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reaction to criticism	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Leadership	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Energy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Independence	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Integrity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Relationship with peers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Relationship with adults	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sense of humor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Concern for others	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Emotional stability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

▶ In requesting this reference, the family has authorized full disclosure of this information and has provided a written release on their portion of the application. Responses from you are required for each question for the student's application to be considered complete.

▶ What are the first words that come to mind when describing this student?

_____, _____, _____

▶ Are there any observed problematic behaviors—discipline problems, violence, intolerance or anti-social behavior in interactions with peers or teachers, perhaps separable from academic performance, that should be explored further by Proctor? If yes, please explain below: Yes No

▶ Has the student ever been suspended or subjected to any school-related or legal disciplinary action? If yes, please provide relevant information below: Yes No

▶ Please provide any insights about the applicant that will guide the Admission Committee:

▶ How do you rate the applicant's prospects for success in a college preparatory school?

	WITHOUT ENTHUSIASM	AVERAGE	STRONG	WITH ENTHUSIASM
For Academic Promise	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
For Character and Personal Promise	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Overall Recommendation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

▶ Please print:

NAME _____ DATE _____

TITLE _____ SCHOOL PHONE _____

SCHOOL ADDRESS _____ EMAIL _____

HOW WELL DO YOU KNOW PROCTOR ACADEMY?

THIS FORM IS CONFIDENTIAL. PLEASE RETURN DIRECTLY TO PROCTOR.

Check here if you would like to receive more information about Proctor.

PRINCIPAL/GUIDANCE SIGNATURE

DATE