



SCHOOL OFFICIAL REFERENCE

To the Parent:

Student Name: _____
Last First Middle

Entering Grade: _____ Date of Birth: _____

Parent Release

I hereby authorize MCA Academy to contact schools and other sources to obtain information and/or documents to support this application. I release every person and institution from any and all liability resulting from or pertaining to the furnishings of records, documents, and other information provided to MCA Academy.

Parent/Guardian Name (please print): _____

Parent/Guardian Signature: _____ Date: _____

To the School Official:

This form is to be completed by the principal, dean of students or guidance counselor of the student's most recent school.

MCA Academy would like to thank you for taking the time to help us evaluate this applicant to our school. We appreciate your contribution and hope that you will respond as candidly as possible. The applicant and her parents have waived all access to this evaluation and confidentiality is assured. Please take a few moments to complete this form and return it directly to our office within ten days. Thank you again.

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Please note your observations of this student below. You may indicate your ratings by number (1 as the lowest rating and 5 as the highest) in the column on the right. Please use a question mark when you have insufficient evidence to make a judgment. You may be contacted if necessary.

AREAS	1	2	3	4	5	Your Rating
Academic Ability	Academic Risk	Marginal ability	Capable of satisfactory work, but not honor	Fine student, probably honor roll	Exceptionally promising, high honor roll	
Academic Initiative and Drive	Very weak or occasionally weak	Lacking	Generally strong enough	Self-motivated	Outstanding, resourceful	
Academic Integrity	Record of dishonesty	Weak or questionable	Upright, no cause to question	Noticeably upright	Exceptionally upright	
Independent Work and Study Habits	Unsatisfactory	Weak	Average	Well above average	Excellent	
School Wide Conduct	Needs improvement	Marginal	Good or acceptable	Generally excellent	Outstanding in every respect	

1. Has the student been disciplined for drug, alcohol or tobacco use? Yes ___ No ___
2. Has the student participated in or stimulated disorderly, disruptive or unmannerly conduct? Yes ___ No ___
3. Has the student exhibited unsatisfactory behaviors towards other students? Yes ___ No ___
4. Has the student been suspended? Yes ___ No ___
5. Has the student been expelled? Yes ___ No ___

If any of the questions above was answered affirmatively, please explain below. Thank you.
Should you prefer to discuss this by telephone, please place a check here. ___

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How would you describe the student's parent(s)?

Rather apathetic ___ Rarely Cooperative ___ Generally Cooperative ___ Exceptionally Cooperative ___

Do the parents meet financial obligations (private schools only)? Always ___ Most of the time ___

Explanation: _____

Is the student eligible to re-enter your school next term? Yes ___ No ___

If not, please explain: _____

Please use the lines below to write any additional information that would be helpful to the admission process.

I recommend this student as follows:

1. For Academic Promise: Difficult to Recommend
 With Reservation
 Recommend
 Enthusiastically
2. For Character and Personal Promise: Difficult to Recommend
 With Reservation
 Recommend
 Enthusiastically

Name (please print) _____ Title: _____

School: _____ Phone Number: _____

Address: _____

Signature: _____ Date: _____

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