



SAINT THERESA SCHOOL



ADMINISTRATION REFERENCE REPORT

TO THE PARENT OR GUARDIAN:

- Please type or print the information requested on the first two lines of the reverse side.
- Please give an ADMINISTRATION REFERENCE REPORT to current administration at your child's school.
- Please provide the administration with a stamped envelope addressed to:

Saint Theresa School
Attention: Admissions
712 North School Street
Honolulu, HI 96817-3098

TO THE ADMINISTRATION:

- Please check to see that the parent has signed the waiver before completing the form.
- Please complete the form by the end of the 1st Semester, so that you know as much as possible about the student.
- Please return the completed evaluation to Saint Theresa School office.
- The information you supply will be held in strict confidence.
- Should you have any questions, feel free to call Saint Theresa School office at (808) 536-4703.



Saint Theresa School
 712 North School Street
 Honolulu, HI 96817-3098
 Phone: (808) 536-4703 Fax: (808) 524-6861
 www.sts-hi.org



PARENTS: Please read and sign the following release statement:
I understand the information on the Administration Reference Report is confidential and will not be shared beyond the Admission Committee.

ADMINISTRATOR: Thank you for completing this Administration Reference Report. Your assessment of the applicant is a valuable, necessary component of a good admissions decision. Please add any information which may add to our knowledge of the applicant. This report does NOT become part of the student's permanent file.

 Parent or Guardian Date

Applicant's Name _____ Grade Applying _____

Last First Middle

Class Level: Accelerated _____ High _____ Average _____ Low _____ Heterogeneous _____

Subject and/or Grade _____ Self-contained Yes No

Please check () the appropriate rating. N/A (not applicable) may be used in areas where there is insufficient information.

Academic Qualities

- | | | | | |
|---------------------------------|--|--|--|------------------------------|
| Motivation (effort, drive) | <input type="checkbox"/> rare | <input type="checkbox"/> moderate | <input type="checkbox"/> maximum | <input type="checkbox"/> N/A |
| Ability to work alone | <input type="checkbox"/> needs help frequently | <input type="checkbox"/> needs help occasionally | <input type="checkbox"/> works well | <input type="checkbox"/> N/A |
| Home study habits | <input type="checkbox"/> never completes assignments | <input type="checkbox"/> completes assignments | <input type="checkbox"/> does more than expected | <input type="checkbox"/> N/A |
| Participation in discussion | <input type="checkbox"/> contributes when called on | <input type="checkbox"/> volunteers occasionally | <input type="checkbox"/> joins in readily | <input type="checkbox"/> N/A |
| Ability to express ideas orally | <input type="checkbox"/> has some difficulty | <input type="checkbox"/> good | <input type="checkbox"/> exceptionally good | <input type="checkbox"/> N/A |
| Use of time | <input type="checkbox"/> poor | <input type="checkbox"/> average | <input type="checkbox"/> excellent | <input type="checkbox"/> N/A |
| Organization of work | <input type="checkbox"/> poor | <input type="checkbox"/> average | <input type="checkbox"/> excellent | <input type="checkbox"/> N/A |
| Follows direction | <input type="checkbox"/> needs much explanation | <input type="checkbox"/> needs occasional help | <input type="checkbox"/> responds quickly | <input type="checkbox"/> N/A |
| Math | <input type="checkbox"/> poor | <input type="checkbox"/> average | <input type="checkbox"/> excellent | <input type="checkbox"/> N/A |
| Reading | <input type="checkbox"/> poor | <input type="checkbox"/> average | <input type="checkbox"/> excellent | <input type="checkbox"/> N/A |
| Writing | <input type="checkbox"/> poor | <input type="checkbox"/> average | <input type="checkbox"/> excellent | <input type="checkbox"/> N/A |

Personal Qualities

- | | | | | |
|---------------------------------|---|---|---|------------------------------|
| Leadership potential | <input type="checkbox"/> a follower | <input type="checkbox"/> occasionally seeks opportunities | <input type="checkbox"/> natural leader | <input type="checkbox"/> N/A |
| Classroom conduct | <input type="checkbox"/> poor | <input type="checkbox"/> average | <input type="checkbox"/> excellent | <input type="checkbox"/> N/A |
| Cooperates with adults | <input type="checkbox"/> rarely | <input type="checkbox"/> usually | <input type="checkbox"/> always | <input type="checkbox"/> N/A |
| Personal/social adjustment | <input type="checkbox"/> relates poorly with others | <input type="checkbox"/> fluctuating relationships with peers; generally happy person | <input type="checkbox"/> healthy self-image; healthy peer relationships | <input type="checkbox"/> N/A |
| Ability to work in a group | <input type="checkbox"/> rarely | <input type="checkbox"/> usually | <input type="checkbox"/> always | <input type="checkbox"/> N/A |
| Consideration of others | <input type="checkbox"/> rarely | <input type="checkbox"/> usually | <input type="checkbox"/> always | <input type="checkbox"/> N/A |
| Takes initiative | <input type="checkbox"/> rarely | <input type="checkbox"/> usually | <input type="checkbox"/> always | <input type="checkbox"/> N/A |
| Fulfills responsibilities | <input type="checkbox"/> rarely | <input type="checkbox"/> usually | <input type="checkbox"/> always | <input type="checkbox"/> N/A |
| Uses suggestions or corrections | <input type="checkbox"/> rarely | <input type="checkbox"/> usually | <input type="checkbox"/> always | <input type="checkbox"/> N/A |

We appreciate additional observations about this applicant. _____

Print or Type Name _____ Teacher's Signature _____

School _____ School Phone # _____ Date _____