



St. Raymond TK-8 Catholic School
1211 Arbor Road, Menlo Park CA 94025
650.322-2312 | Fax 650.322.2910

TRANSFER STUDENT RECOMMENDATION FORM (Grades 1-7)

To the Parent/Guardian: Complete the top portion of this form and give it to the applicant's present school.

Name of Applicant _____

Applying for Grade _____ School Year _____

I hereby give permission for you to release the information on this form concerning my child to St. Raymond School. I, the parent/guardian, understand that I will not have access to this confidential information.

Parent/Guardian signature

To the Applicant's Present School: The above-named applicant has applied for admission to St. Raymond School. To assist us in deciding if our program suits this applicant's needs, we ask you to complete and return this form to us. We sincerely appreciate your cooperation in helping to evaluate this applicant and assure you that this information will be held in the strictest confidence, nor will it be shared directly or indirectly with the applicant's parents. – *Thank you*

Please return this form to: Admissions
St. Raymond School
1211 Arbor Road
Menlo Park, CA 94025

Teacher's Name _____ Teacher Signature _____

Title/Position _____ Date _____

Name/Address of School _____

Email Address _____ Phone Number _____

In what capacity do you know this applicant? _____

How long have you known the applicant? _____

Date of entry into your program? _____

Please address the following in your evaluation:

Principal:

- Attendance
- Discipline
- Parental Support
- Other characteristics of note

Teacher

- Study habits
- Learning skills
- Academic merit/achievement
- Leadership potential
- Social skills/characteristics

What are the academic strengths and/or limitations of this applicant as displayed in your class:

Does the applicant have any specific needs with respect to his/her learning? If so, how are they addresses?

Please share comments about parents' support of the applicant's learning and/or cooperation with the school

Please add any comments you feel would be helpful in our evaluation of this applicant

Would you be willing to discuss this applicant by telephone if we have further questions? YES NO

Is there information about this applicant that would be better communicated by telephone? YES NO