

# ***Our Lady of the Lake Catholic School Student Record Request***

## **Incoming Students in 1st through 8th grades**

*Please submit this form to your child's current school registrar at the end of the most recent grading period. Be sure to sign the bottom of the form prior to submission.*

Dear Registrar:

The student listed below has applied for admission to Our Lady of the Lake Catholic School. Please send a copy of the student's records (not originals), including reports related to the current school year, immunizations, and any other information you feel might be helpful in evaluating the student's progress, to:

**Our Lady of the Lake Catholic School  
3520 NE 89th Street  
Seattle, WA 98115  
P (206) 525-9980  
F (206) 523-2858**

Student Name: \_\_\_\_\_ Birthdate: \_\_\_\_\_

Current Grade: \_\_\_\_\_

Current School: \_\_\_\_\_

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

City/State/Zip: \_\_\_\_\_

Under the provisions of Public Law #93-380, I hereby give permission to release the information requested above.

Parent or Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Our Lady of the Lake Catholic School**  
 3520 NE 89<sup>th</sup> St Seattle, WA 98115 p.206-525-9980 f.206-523-2858

**Student Recommendation Form**  
For Prospective Students in 1<sup>st</sup> through 8<sup>th</sup> grades

Dear Teacher,

The student listed below has applied to Our Lady of the Lake Parish School, a Catholic coeducational school, serving children from Preschool through 8th grade that is located in Seattle, Washington. You have been listed as a reference; therefore, we would greatly appreciate your thoughtful evaluation of the student in the areas listed below. Your comments are not only extremely helpful in the process of potentially placing this child at our school, but will also be held in strict confidence, if desired, by designating this stipulation in the space provided on the form. Thank you for your time.

Student Name \_\_\_\_\_ Current Grade \_\_\_\_\_

Teacher Name \_\_\_\_\_ School \_\_\_\_\_

Confidential recommendation \_\_\_\_\_ Non-confidential recommendation \_\_\_\_\_

1) I have known the applicant for \_\_\_\_\_ year(s) in my capacity as \_\_\_\_\_

2) What words come to mind to describe the applicant?

3) Please rate the applicant, circling only one number per row, in the following areas  
 (5 representing frequent behavior and 1 representing rarely demonstrated behavior):

Behavior Observed	Often					Rarely
Self Confidence	5	4	3	2	1	
Academic Skills	5	4	3	2	1	
Creativity	5	4	3	2	1	
Initiative	5	4	3	2	1	
Motivation	5	4	3	2	1	
Leadership	5	4	3	2	1	
Curiosity	5	4	3	2	1	
Social Skills	5	4	3	2	1	
Study Habits	5	4	3	2	1	
Sense of Humor	5	4	3	2	1	
Peer Relations	5	4	3	2	1	

4) Please evaluate the applicant's academic development by circling the appropriate number beside each item (5 indicating highest achievement and 1 indicating lowest):

Academic Development	Highest				Lowest
Works well in a group	5	4	3	2	1
Can work independently	5	4	3	2	1
Shows interests in learning	5	4	3	2	1
Employs good study habits	5	4	3	2	1

5) We welcome any additional observations that would help OLL staff determine whether this student and Our Lady of the Lake Parish School represent a good match. You may wish to take this opportunity to describe in greater detail the applicant's level of maturity, learning style(s), or any other related special needs.

If we need further information, may we call you?    Yes    No   Phone: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please return this recommendation as soon as possible to Our Lady of the Lake Catholic School. This recommendation will be considered confidential (if indicated in the space provided) and will therefore not become part of the student's records should he or she be admitted.