



DORIS TODD MEMORIAL CHRISTIAN SCHOOL

Statement of Consent for Release of Information

ADMINISTRATIVE REFERENCE REPORT

For students entering grades 1 - 8

To the Parent/Guardian:

Please sign the Consent for Release Administrative Reference and give it to your child's current school office. Please provide a **stamped envelope** addressed to:

**Admissions
Doris Todd Memorial Christian School
519 Baldwin Avenue
Paia, Hawaii 96779
Phone 808-579-9237 Fax 808-579-9449**

The Principal / Counselor Recommendation will be held in strict confidence and will be used only for admissions purposes. The Administrator must mail this completed form directly to Doris Todd Memorial Christian School.

Statement of Consent for Release of Information

I hereby give my consent for release of the information indicated on the Administrative Reference Report regarding my child, _____, for the purpose of admission to Doris Todd Memorial Christian School.

Parent/Guardian Signature

Date

To the Administrator / Counselor:

Thank you for your willingness to complete the Administrative Reference Report for the applicant. Your professional evaluation will be seriously considered as part of the application and admissions process. The parent / guardian is aware that any information you supply will be held in strictest confidence. Please complete your evaluation and mail it directly to Admissions at Doris Todd Memorial Christian School. If you have any questions, please call 808.579.9237.

Over, please

Administrative Reference Report

APPLICANT'S NAME _____ Applicant for Grade _____
Last First M.I.

1. To your knowledge, has this student been reprimanded/punished for any school conduct violations?

Yes No If Yes, please describe the incident, approximate date, and consequence.

2. ACADEMIC QUALITIES

- | | | | |
|---------------------------------|--|--|--|
| Motivation | <input type="checkbox"/> occasional | <input type="checkbox"/> moderate | <input type="checkbox"/> maximum |
| Ability to work alone | <input type="checkbox"/> needs help frequently | <input type="checkbox"/> needs help occasionally | <input type="checkbox"/> frequently works well |
| Homework assignments | <input type="checkbox"/> never completes assignments | <input type="checkbox"/> completes assignments | <input type="checkbox"/> does more than expected |
| Participation in discussion | <input type="checkbox"/> contributes when called on | <input type="checkbox"/> volunteers occasionally | <input type="checkbox"/> joins in readily |
| Ability to express ideas orally | <input type="checkbox"/> has some difficulty | <input type="checkbox"/> good | <input type="checkbox"/> exceptionally good |
| Use of time | <input type="checkbox"/> rarely effectively | <input type="checkbox"/> usually effectively | <input type="checkbox"/> often effectively |
| Organization of work | <input type="checkbox"/> fair | <input type="checkbox"/> average | <input type="checkbox"/> excellent |
| Follows directions | <input type="checkbox"/> needs much explanation | <input type="checkbox"/> needs occasional help | <input type="checkbox"/> responds quickly |

2. PERSONAL QUALITIES

- | | | | |
|------------------------------|--|---|---|
| Leadership potential | <input type="checkbox"/> a follower | <input type="checkbox"/> occasionally seeks opportunities | <input type="checkbox"/> natural leader |
| Classroom conduct | <input type="checkbox"/> occasional or frequent misconduct | <input type="checkbox"/> usually good behavior | <input type="checkbox"/> good conduct |
| Cooperates with adults | <input type="checkbox"/> sometimes | <input type="checkbox"/> usually | <input type="checkbox"/> nearly always |
| Personal/social adjustment | <input type="checkbox"/> relates poorly with others | <input type="checkbox"/> fluctuating peer relationships | <input type="checkbox"/> healthy peer relationships |
| Ability to work in a group | <input type="checkbox"/> sometimes able to cope | <input type="checkbox"/> usually effective | <input type="checkbox"/> frequently works well |
| Consideration of others | <input type="checkbox"/> occasionally considerate | <input type="checkbox"/> usually considerate | <input type="checkbox"/> very thoughtful |
| Takes initiative | <input type="checkbox"/> sometimes | <input type="checkbox"/> occasionally | <input type="checkbox"/> frequently |
| Fulfills responsibilities | <input type="checkbox"/> sometimes | <input type="checkbox"/> usually | <input type="checkbox"/> nearly always |
| Uses suggestions/corrections | <input type="checkbox"/> sometimes | <input type="checkbox"/> usually | <input type="checkbox"/> frequently |

Evaluator's Signature: _____ Date: _____

Print/type Name: _____ Title: _____

School: _____