



Confidential Release of Records

Instructions to parent/guardian: Please complete page one of this form and send both pages to your child's current school with a stamped envelope addressed to:

St. Ursula Villa Admissions Department
3660 Vineyard Place
Cincinnati OH 45226

TO BE COMPLETED BY PARENT

My child _____ has applied for admission to St. Ursula Villa for the 2020-21 school year.

Please send the following items to St. Ursula Villa:

- Grades and report cards (including teacher comments) to date, covering the last three years of my child's enrollment
- Standardized test/proficiency test scores
- Any special educational or psychological testing (IEP/ETR), if applicable
- Completed School Recommendation Form

I give permission for you to exchange information about my child with St. Ursula Villa for admission purposes. I hereby authorize the release of my child's school transcript and records to St. Ursula Villa. Please forward all requested records and forms directly to:

St. Ursula Villa Admissions Department
Preferred: EMAIL m.runnels@stursulavilla.org or FAX 513-871-0315
3660 Vineyard Place
Cincinnati OH 45226

Parent Signature: _____ Date: _____

SCHOOL RECOMMENDATION (TO BE COMPLETED BY CURRENT SCHOOL)

The information provided on this form will help St. Ursula Villa’s Admissions Committee evaluate the named student who has applied for admission to St. Ursula Villa. For that reason, an accurate, honest assessment is appreciated. Your information will remain confidential. Thank you in advance for your assistance.

Student Name: _____

Currently enrolled in 2019-20 Grade (circle one): Kindergarten 1 2 3 4 5 6 7

How long has this student been enrolled at your school? _____

Names(s) and title(s) of person(s) completing this form: _____

Please rate the student in each of the following categories:

	Below Average	Average	Above Average
Overall academic performance			
Ability to work/interact with peers			
Cooperation with teachers and other adults			
Study habits/organization			
Ability to attend to teacher/focus on task			
Receptiveness to constructive criticism			
Level of effort given to studies/work completion			
Overall conduct and behavior/follows school rules			
Character and virtues			

Please indicate the appropriate levels for this student:

	Below Level	At Grade Level	Above Grade Level
Math			
Reading			
Writing			

Would this student be welcome to return to your school next year? _____

Comments: _____

Principal’s Signature: _____ Date: _____

Please contact St. Ursula Villa Admissions Department (513-533-7373) with any questions.

Fax form to (513) 871-0315 or mail to St. Ursula Villa, 3660 Vineyard Place, Cincinnati, OH 45226