



PERMISSION TO RELEASE RECORDS

To the Parent/Guardian:

Please fill in, sign this form and send it to your child's current school. A completed report is a necessary part of your application to Manhattan Country School.

Name of Child _____ Applying for Grade _____

School _____ School Telephone _____

School Address _____

I give permission to release a copy of the requested student record data.

Signature of Parent or Guardian

To the School:

Please complete, scan and email us the school report form for the above named applicant. In addition, please send a transcript of grades and any standardized testing records for this student. All information should be sent directly to our Admissions Office by January 15th and will be treated confidentially. Thank you for your assistance.

Please forward the school report, transcript of grades and report cards to:

admissions@manhattancountryschool.org

Questions? Please call the Admissions Office at (212) 348-0952 x214



CONFIDENTIAL Teacher Reference Form for Applicants to Grade II and Above

Student's Name _____ Applicant for Class _____

Teacher's Name _____ Date _____ Telephone _____

School _____ Address _____

How long have you known this student? _____ What subjects have you taught this student? _____

Have you known the student in any capacity outside of the classroom? _____ If so, please describe. _____

What are the first three words that come to mind to describe this candidate?

Please check the following categories, adding comments wherever possible. Adjust the check mark placement to the left or right of a section for further clarification.

	EXCELLENT	GOOD	FAIR	POOR	COMMENTS
Study habits					
Self-motivation					
Organization of time					
Organization of work					
Daily preparation					
Classroom conduct					
Intellectual curiosity					
Attention span					
Ability to express ideas orally					
Ability to follow directions					
Ability to work in a group					
Ability to work independently					
Perseverance					
Academic promise					
Academic achievement					

SENSE OF RESPONSIBILITY	is responsible	is usually responsible	is sometimes responsible	is rarely responsible	
CONSIDERATION FOR OTHERS	is very considerate	is usually considerate	is inconsiderate	is unkind	
PEER RELATIONSHIPS	enjoys good relationships	has satisfactory relationships	has occasional problems	relates poorly	
LEADERSHIP SKILLS	natural leader	seeks opportunities (and uses them well)	leads when given responsibility	a follower	
EMOTIONAL MATURITY	is very mature	is of average maturity	is somewhat mature	is very immature	
SELF-CONFIDENCE	has a healthy self-image	needs some support	seems overly confident	has a poor self-image	
SENSE OF HUMOR	is highly developed	is good	is fair	is poorly developed	
SELF CONTROL	exhibits good control	usually exhibits good control	misbehaves occasionally	is disruptive frequently	
SEEKS HELP WHEN NEEDED	always	usually	occasionally	rarely	
PARTICIPATION IN DISCUSSIONS	joins in readily	contributes occasionally	wants to dominate	rarely contributes	
RELATIONSHIP WITH ADULTS	is comfortable	is uneasy	is dependent	is not cooperative	

In what, if any, subject areas does this student show particular strength? _____

In what, if any, subject areas has this student needed special support or help? _____

This student's work level is about the ^{upper} middle third of the class.
_{lower}

Does this student read for pleasure (circle one) Frequently Occasionally Seldom

Has this student displayed any notable interests or talents? _____

Please comment on the student's creativity.

--

--

Are there any concerns about attendance or promptness? _____

—
Please give a summary of the applicant, assessing his or her academic achievement and potential. Please also comment on the student's qualities as a classroom and community member.

Please describe the parent(s)/guardian(s) cooperation, communication, and involvement with the school regarding shared expectations for their child.

Is there any other information about this student or the family which would be helpful for us to know?

Signed

Title

These comments will be very helpful to us in deciding if our school program will be able to meet this student's needs; we thank you for taking the time to aid us in understanding the candidate better. All information will be considered confidential.

Please mail or fax the form to: Admissions Office

Manhattan Country School

7 East 96th Street

New York, NY 10128

Tel: (212) 348-0952 • Fax: (212) 348-1621

Thank you again for your help.