



# Secondary Schools of the Oakland Diocese

Recommendation Form for Students attending Catholic or Public/Private/Independent Schools

## PRINCIPAL/COUNSELOR RECOMMENDATION FORM

### DUE DATE: Friday, February 1, 2019

Student's Name: \_\_\_\_\_ Current School: \_\_\_\_\_

Grades Attended: \_\_\_\_\_ Previous School if applicable for Grades 5-8 only: \_\_\_\_\_

**PRINCIPAL/COUNSELORS: YOU ARE ASKED TO FILL OUT ONLY ONE RECOMMENDATION PER STUDENT.**

Thank you for your time and candor. Your comments are very important to us.

**PLEASE SEND TO SCHOOL/S CHECKED ON THE RELEASE FORM. PLEASE DO NOT GIVE TO STUDENT OR PARENT/GUARDIAN.**

### STUDENT EVALUATION

| QUALITIES: ACADEMIC                            | EXCELLENT | BETTER THAN AVERAGE | AGE-APPROPRIATE | NEEDS IMPROVEMENT | EXPERIENCES DIFFICULTY | NO OPPORTUNITY TO OBSERVE |
|--|-----------|---------------------|-----------------|-------------------|------------------------|---------------------------|
| Demonstrates good study habits/skills          |           |                     |                 |                   |                        |                           |
| Is able to focus in class                      |           |                     |                 |                   |                        |                           |
| Is self-motivated and can work independently   |           |                     |                 |                   |                        |                           |
| Ability to organize and communicate ideas      |           |                     |                 |                   |                        |                           |
| Motivation/perseverance in spite of difficulty |           |                     |                 |                   |                        |                           |
| Intellectual Curiosity                         |           |                     |                 |                   |                        |                           |
| Critical and abstract thinking skills          |           |                     |                 |                   |                        |                           |
| Attendance                                     |           |                     |                 |                   |                        |                           |
| Behavior/conduct                               |           |                     |                 |                   |                        |                           |

| QUALITIES: PERSONAL/SOCIAL SKILLS                      | EXCELLENT | BETTER THAN AVERAGE | AGE-APPROPRIATE | NEEDS IMPROVEMENT | EXPERIENCES DIFFICULTY | NO OPPORTUNITY TO OBSERVE |
|--|-----------|---------------------|-----------------|-------------------|------------------------|---------------------------|
| Exhibits emotional maturity                            |           |                     |                 |                   |                        |                           |
| Is respected by peers                                  |           |                     |                 |                   |                        |                           |
| Leadership   |           |                     |                 |                   |                        |                           |
| Reaction to criticism                                  |           |                     |                 |                   |                        |                           |
| Concern for others                                     |           |                     |                 |                   |                        |                           |
| Personal conduct/citizenship                           |           |                     |                 |                   |                        |                           |
| Demonstrates integrity/honesty                         |           |                     |                 |                   |                        |                           |
| Takes responsibility                                   |           |                     |                 |                   |                        |                           |
| Ability to work cooperatively/relates well with others |           |                     |                 |                   |                        |                           |

| FAMILY AND HIGH SCHOOL READINESS                       | EXCELLENT | BETTER THAN AVERAGE | AGE-APPROPRIATE | NEEDS IMPROVEMENT | EXPERIENCES DIFFICULTY | NO OPPORTUNITY TO OBSERVE |
|--|-----------|---------------------|-----------------|-------------------|------------------------|---------------------------|
| Readiness for college prep curriculum                  |           |                     |                 |                   |                        |                           |
| Parent support of child's teachers and school policies |           |                     |                 |                   |                        |                           |
| Parent financial obligations, if any                   |           |                     |                 |                   |                        |                           |

**PRINCIPAL COMMENTS:**

| PRINCIPAL RECOMENDATION                         | HIGHLY | CONFIDENTLY | MODERATELY | RECOMMENDED WITH RESERVATION | NOT RECOMMENDED |
|---|--------|-------------|------------|------------------------------|-----------------|
| <b>This student is recommended: (check one)</b> |        |             |            |                              |                 |

Signed: \_\_\_\_\_ Position: \_\_\_\_\_ Dated: \_\_\_\_\_

IF THIS BOX IS CHECKED, PLEASE CALL ME (best number and time): \_\_\_\_\_

**This recommendation form will NOT become part of the applicant's permanent record and remains strictly confidential.  
The applicant's parents have authorized completion of this form and waiver their right to access it.**



# Secondary Schools of the Oakland Diocese

Recommendation Forms for Students attending Catholic or Public/Private/Independent Schools

## ENGLISH TEACHER RECOMMENDATION FORM

**DUE DATE: Friday, February 1, 2019**

Student's Name: \_\_\_\_\_ Current School: \_\_\_\_\_

Grades Attended: \_\_\_\_\_ Previous School if applicable for Grades 5-8 only: \_\_\_\_\_

**ENGLISH TEACHER: YOU ARE ASKED TO FILL OUT ONLY ONE RECOMMENDATION PER STUDENT.**

Thank you for your time and candor. Your comments are very important to us.

**PLEASE SEND TO SCHOOL/S CHECKED ON THE RELEASE FORM. PLEASE DO NOT GIVE TO STUDENT OR PARENT/GUARDIAN.**

### STUDENT EVALUATION

| QUALITIES: ACADEMIC                            | EXCELLENT | BETTER THAN AVERAGE | AGE APPROPRIATE | NEEDS IMPROVEMENT | EXPERIENCES DIFFICULTY | NO OPPORTUNITY TO OBSERVE |
|--|-----------|---------------------|-----------------|-------------------|------------------------|---------------------------|
| Demonstrates good study habits//organization   |           |                     |                 |                   |                        |                           |
| Attentiveness: able to focus in class          |           |                     |                 |                   |                        |                           |
| Self-motivation and can work independently     |           |                     |                 |                   |                        |                           |
| Organization preparation for class             |           |                     |                 |                   |                        |                           |
| Motivation/perseverance in spite of difficulty |           |                     |                 |                   |                        |                           |
| Attendance                                     |           |                     |                 |                   |                        |                           |
| Behavior/Conduct                               |           |                     |                 |                   |                        |                           |

| PERSONAL/SOCIAL SKILLS                       | EXCELLENT | BETTER THAN AVERAGE | AGE APPROPRIATE | NEEDS IMPROVEMENT | EXPERIENCES DIFFICULTY | NO OPPORTUNITY TO OBSERVE |
|--|-----------|---------------------|-----------------|-------------------|------------------------|---------------------------|
| Exhibits emotional maturity                  |           |                     |                 |                   |                        |                           |
| Is respected by peers                        |           |                     |                 |                   |                        |                           |
| Leadership                                   |           |                     |                 |                   |                        |                           |
| Reaction to criticism                        |           |                     |                 |                   |                        |                           |
| Demonstrates integrity/honesty               |           |                     |                 |                   |                        |                           |
| Works cooperatively/relates well with others |           |                     |                 |                   |                        |                           |

| COMMUNICATION SKILLS   | EXCELLENT                    | BETTER THAN AVERAGE         | AGE APPROPRIATE                     | NEEDS IMPROVEMENT | EXPERIENCES DIFFICULTY                | NO OPPORTUNITY TO OBSERVE |
|--|------------------------------|-----------------------------|-------------------------------------|-------------------|---------------------------------------|---------------------------|
| Ability to express ideas verbally  |                              |                             |                                     |                   |                                       |                           |
| Composition and writing ability  |                              |                             |                                     |                   |                                       |                           |
| Grammar/vocabulary skills  |                              |                             |                                     |                   |                                       |                           |
| Imagination and creativity   |                              |                             |                                     |                   |                                       |                           |
| Reading and comprehension  |                              |                             |                                     |                   |                                       |                           |
| Ability matches performance  |                              |                             |                                     |                   |                                       |                           |
| Any accommodations/modification/resource services provided for this student? | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> Documented |                   | <input type="checkbox"/> Undocumented |                           |

**TEACHER COMMENTS** (Additional comments are welcome):

  
  
  
  
  
  
  
  
  
  

| TEACHER RECOMENDATION                            | YES, WITH ENTHUSIASUM | YES, WITH CONFIDENCE | YES | MAYBE | I WOULD NOT |
|--|-----------------------|----------------------|-----|-------|-------------|
| Would you want this student in your class again? |                       |                      |     |       |             |

Signed: \_\_\_\_\_ Position: \_\_\_\_\_ Dated: \_\_\_\_\_

IF THIS BOX IS CHECKED, PLEASE CALL ME (best number and time):

This recommendation form will not become part of the applicant's permanent record and remains strictly confidential. The applicant's parents have authorized completion of this form and waiver their right to access it.



# Secondary Schools of the Oakland Diocese

Recommendation Forms for Students attending Catholic or Public/Private/Independent Schools

## MATHEMATICS TEACHER RECOMMENDATION FORM

**DUE DATE: Friday, February 1, 2019**

Student's Name: \_\_\_\_\_ Current School: \_\_\_\_\_

Grades Attended: \_\_\_\_\_ Previous School if applicable for Grades 5-8 only: \_\_\_\_\_

**MATHEMATICS TEACHER: YOU ARE ASKED TO FILL OUT ONLY ONE RECOMMENDATION PER STUDENT.**

Thank you for your time and candor. Your comments are very important to us.

**PLEASE SEND TO SCHOOL/S CHECKED ON THE RELEASE FORM. PLEASE DO NOT GIVE TO STUDENT OR PARENT/GUARDIAN.**

| STUDENT EVALUATION                             |           |                     |                 |                   |                        |                           |
|--|-----------|---------------------|-----------------|-------------------|------------------------|---------------------------|
| QUALITIES: ACADEMIC                            | EXCELLENT | BETTER THAN AVERAGE | AGE-APPROPRIATE | NEEDS IMPROVEMENT | EXPERIENCES DIFFICULTY | NO OPPORTUNITY TO OBSERVE |
| Demonstrates good study habits//organization   |           |                     |                 |                   |                        |                           |
| Attentiveness: able to focus in class          |           |                     |                 |                   |                        |                           |
| Self-motivation and can work independently     |           |                     |                 |                   |                        |                           |
| Organization preparation for class             |           |                     |                 |                   |                        |                           |
| Motivation/perseverance in spite of difficulty |           |                     |                 |                   |                        |                           |
| Attendance                                     |           |                     |                 |                   |                        |                           |
| Behavior/Conduct                               |           |                     |                 |                   |                        |                           |

| PERSONAL/SOCIAL SKILLS                       | EXCELLENT | BETTER THAN AVERAGE | AGE-APPROPRIATE | NEEDS IMPROVEMENT | EXPERIENCES DIFFICULTY | NO OPPORTUNITY TO OBSERVE |
|--|-----------|---------------------|-----------------|-------------------|------------------------|---------------------------|
| Exhibits emotional maturity                  |           |                     |                 |                   |                        |                           |
| Is respected by peers                        |           |                     |                 |                   |                        |                           |
| Leadership                                   |           |                     |                 |                   |                        |                           |
| Reaction to criticism                        |           |                     |                 |                   |                        |                           |
| Demonstrates integrity/honesty               |           |                     |                 |                   |                        |                           |
| Works cooperatively/relates well with others |           |                     |                 |                   |                        |                           |

| MATHEMATICAL SKILLS  | EXCELLENT                             | BETTER THAN AVERAGE                     | AGE-APPROPRIATE                      | NEEDS IMPROVEMENT                        | EXPERIENCES DIFFICULTY                  | NO OPPORTUNITY TO OBSERVE             |
|--|---------------------------------------|---|--------------------------------------|--|---|---------------------------------------|
| Mastery and retention of basic math skills                                   |                                       |   |                                      |  |   |                                       |
| Problem solving and reasoning ability  |                                       |   |                                      |  |   |                                       |
| Reasoning and abstract thinking skills                                       |                                       |   |                                      |  |   |                                       |
| Understanding of underlying math ideas/concepts                              |                                       |   |                                      |  |   |                                       |
| Ability matches performance  |                                       |   |                                      |  |   |                                       |
| Math level student is currently taking (check)                               | <input type="checkbox"/> Basic 8 Math | <input type="checkbox"/> Acc1 8 Math    | <input type="checkbox"/> Pre-Algebra | <input type="checkbox"/> Algebra         | <input type="checkbox"/> Algebra Honors | <input type="checkbox"/> Geometry     |
| Math placement recommendation for this student (check)                       | <input type="checkbox"/> Algebra      | <input type="checkbox"/> Algebra Honors | <input type="checkbox"/> Geometry    | <input type="checkbox"/> Geometry Honors | <input type="checkbox"/> Algebra 2/Trig | <input type="checkbox"/> Other: _____ |
| Any accommodations/modification/resource services provided for this student? | <input type="checkbox"/> Yes          | <input type="checkbox"/> No             | <input type="checkbox"/> Documented  |  | <input type="checkbox"/> Undocumented   |                                       |

**TEACHER COMMENTS** (Additional comments are welcome):  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

| TEACHER RECOMENDATION                            | YES, WITH ENTHUSIASUM | YES, WITH CONFIDENCE | YES | MAYBE | I WOULD NOT |
|--|-----------------------|----------------------|-----|-------|-------------|
| Would you want this student in your class again? |                       |                      |     |       |             |

Signed: \_\_\_\_\_ Position: \_\_\_\_\_ Dated: \_\_\_\_\_  
 IF THIS BOX IS CHECKED, PLEASE CALL ME (best number and time): \_\_\_\_\_



# Secondary Schools of the Oakland Diocese

## Transcript & Academic Information & Authorization Release 2018-2019

**DUE DATE: FRIDAY, FEBRUARY 1, 2019**

**SEND DIRECTLY TO SCHOOLS CHECKED BELOW**

### INSTRUCTIONS TO THE PARENT/GUARDIAN

If your child is applying to an Oakland Diocesan high school(s), copies of your child's academic record (grades) and standardized test scores for the past two years need to be sent to the high schools for evaluation purposes.

Please follow the steps below:

1. PRINT your child's name and school information.
2. SIGN and date the Academic Request and Release Authorization.
3. DESIGNATE below, by checking the boxes, the high schools in which your child has already submitted an application.
4. SUBMIT this form to your child's current school.

### ACADEMIC REQUEST & RELEASE AUTHORIZATION

As parent or guardian of the above-named student, I hereby request and authorize you to release my child's academic records, standardized test scores, recommendations, and any disciplinary incidents and/or action to the high schools checked below for the purpose of evaluating my child's application for admission. This information may be released from this date forward until June 30th, 2019. I understand and agree that this recommendation is confidential and may not be transmitted, viewed, or otherwise read by the applicant or the applicant's parent/guardian. The recommendations will be used only in the admissions process and will not become part of the student's permanent record. If this student is admitted to one of the high schools indicated, a request for a final transcript may be requested at the end of the current school year. I understand and agree that the high schools I indicated below may share my child's HSPT score with administrators at the Diocesan and grade school levels only.

**PARENT/GUARDIAN PRINTED NAME:** \_\_\_\_\_

**SIGNATURE OF PARENT/GUARDIAN:** \_\_\_\_\_

**SIGNATURE DATE:** \_\_\_\_\_

**STUDENT NAME:** \_\_\_\_\_

### INSTRUCTIONS TO THE SCHOOL REGISTRAR OR SCHOOL OFFICE:

1. The student named above has applied for admission to the below-indicated high school(s).
2. Please send copies of the above-named student's report card(s) for seventh and eighth grade. If students receive narrative academic reports rather than letter grades, please submit only eighth grade narrative reports.
3. Please send a copy of the student's seventh and eighth grade standardized test scores if available.
4. Recommendation letters are also requested of the Principal/Counselor, Math, and English teachers. These administrators and teachers are asked to complete only one recommendation per student. Your school office may choose to compile all of the recommendation forms for each student, make copies, and send them together in one packet to each of the high school(s) requested. You may do this by email, fax, or US mail. Please see the individual high school contact information below to send to the appropriate location(s).

Thank you for your time and assistance.

The applicant's parents have authorized the release of this information above and waived their right to access it.

### PLEASE SEND THE REQUESTED INFORMATION TO THE FOLLOWING SCHOOL(S):

*Parent/Guardian, please check box for school(s) your child has already submitted an application*

- Bishop O'Dowd High School • admissions@bishopodowd.org • 9500 Stearns Ave • Oakland, CA 94577 • 510-553-8631 • Fax: 510-553-8634
- Carondelet High School • jmix@carondeleths.org • 1133 Winton Drive • Concord, CA 94518 • 925-686-5353 • Fax: 925-671-9429
- Cristo Rey De La Salle East Bay High School • admissions@crstoreydelasalle.org • 1530 34th Ave • Oakland, CA 94601 • 510-532-8947
- De La Salle High School • argenalj@dlshs.org • 1130 Winton Drive • Concord, CA 94518 • 925-288-8142 • Fax: 925-686-3474
- Holy Names High School • admissions@hnhsoakland.org • 4660 Harbord Drive • Oakland, CA 94618 • 510-450-1110 • Fax: 510-547-3111
- Moreau Catholic High School • admissions@moreaucatholic.org • 27170 Mission Blvd • Hayward, CA 94544 • 510-881-4320 • Fax: 510-581-5669
- Saint Joseph Notre Dame High School • egraybeal@sjnd.org • 1011 Chestnut Street • Alameda, CA 94501 • 510-995-9458 • Fax: 510-814-7118
- Saint Mary's College High School • agonzales@stmchs.org • 1294 Albina Ave • Berkeley, CA 94706 • 510-559-6240 • Fax: 510-559-6277
- Salesian College Preparatory • ckarabinis@salesian.com • 2851 Salesian Ave • Richmond, CA 94804 • 510-234-4433 • Fax: 510-236-4636
- OTHER:** \_\_\_\_\_