

Instructions for Completing the Ninth Grade Applicant Record

- The Ninth Grade Applicant Record is a very important part of the admissions process.
- Parents should accompany students to Open House programs and read school literature before selecting a maximum of three (3) high school choices. Remember, the testing site has no bearing on school choice.
- The Ninth Grade Applicant Record form can be downloaded from the home page of the COOP Web site (www.njcoopexam.org). Parents are requested to complete the Permission for Release of Records section, the Student Information section, and the High School Choice section of this form before submitting it to the student's eighth grade teacher, counselor, or principal. Upon completion, a school official should make copies of the form and mail them to the schools indicated. The elementary school is responsible for making sure the designated high schools receive the completed Ninth Grade Applicant record no later than **December 4, 2017**.
- For Catholic school students, your elementary school teacher or counselor will complete the School Record information section of the Ninth Grade Applicant Record. **The elementary school will forward copies of the Ninth Grade Applicant Record to your high school choices.**
- Public, private, and non-diocesan students must provide a Ninth Grade Applicant Record to their school principal or guidance counselor for completion and signature. Upon completion, a school official should mail them to the high schools indicated. These forms should be received by the designated high schools by **December 4, 2017**.

It is important that the high schools receive the final grades pertaining to grade 6 and grade 7, the first quarter or trimester grades for grade 8, all standardized testing results, conduct, effort, and attendance assessments.

- If more specific information is needed for any of the schools, you may call the high schools directly. See Participating High Schools, Code Numbers, and Telephone Numbers on pages 12 and 13 of this handbook.
- **DO NOT return the Ninth Grade Applicant Record to NJCOOPEXAM or STS®.**

DO NOT RETURN TO NJCOOP or STS.
Archdiocese of Newark ❖ Diocese of Paterson
NINTH GRADE APPLICANT RECORD

PERMISSION FOR RELEASE OF RECORDS

Type or use ballpoint pen.

I, _____, formally request from _____

Signature of parent/guardian

Name of current school

_____ that a copy of
City or Town _____ *Telephone* _____
the cumulative records, grades 6-8, and a **transcript of all standardized test scores** for the student named below be sent as soon as possible after the first marking period to the three high schools listed below.

STUDENT INFORMATION

<i>Parent / guardian email address</i>				
<i>Last Name</i>	<i>First Name</i>	<i>Middle Initial</i>	<i>Male</i>	<i>Female</i>
<i>Number and Street Address</i>		<i>City or Town</i>	<i>State</i>	<i>Zip Code</i>
<i>Date of Birth</i>	<i>Home Phone</i>	<i>Parish</i>		
<i>Present School</i>		<i>City or Town</i>	<i>School Phone</i>	

THESE HIGH SCHOOL CHOICES MUST CORRESPOND WITH THE CHOICES MADE ON YOUR ADMISSION FORM.

First Choice High School Name and Complete Address	Second Choice High School Name and Complete Address	Third Choice High School Name and Complete Address
Sibling/Parent Attended: Yes <input type="checkbox"/> No <input type="checkbox"/>	Sibling/Parent Attended: Yes <input type="checkbox"/> No <input type="checkbox"/>	Sibling/Parent Attended: Yes <input type="checkbox"/> No <input type="checkbox"/>

SCHOOL RECORD INFORMATION

Subject	Grade 6 Final Grd.	Grade 7 Final Grd.	Grade 8 (1st marking period)	General Academic Ability	Academic Code
Religion				Above Average <input type="checkbox"/> Average <input type="checkbox"/> Below Average <input type="checkbox"/>	Please provide one copy of your grading scale for all students
Reading				Effort: Grade 8 Outstanding <input type="checkbox"/> Satisfactory <input type="checkbox"/> Improvement Needed <input type="checkbox"/> Unsatisfactory <input type="checkbox"/>	
Language Arts				Conduct: Grade 8 Outstanding <input type="checkbox"/> Satisfactory <input type="checkbox"/> Improvement Needed <input type="checkbox"/> Unsatisfactory <input type="checkbox"/>	
Mathematics				Attendance: Days Absent Grade 6 _____ Grade 7 _____ Grade 8 _____	
Social Studies					
Science					
Computer Education					
Foreign Language					

Please call me for more information. _____ - _____ - _____

Comments of Grade 8 teacher and/or principal: _____

<i>Date</i>	<i>Principal's Signature</i>

Due to each of the high schools at the end of the 1st marking period. Do not return to NJCOOP or STS.

