PARENT/GUARDIAN PERMISSION FOR SCHOOL TO RELEASE STUDENT RECORDS TO BERKELEY PREPARATORY SCHOOL

Name of Applicant
Grade Applying

The form below is to be completed by the language arts or math teacher at your child’s current school. The back of this form is to be completed by the same person, principal, director, guidance counselor or a current teacher who knows the candidate especially well after November 15. The current school will mail this form and any available evaluative reports directly to Berkeley. A parent may not “hand carry” this form to Berkeley.

The Admissions Committee cannot act until this confidential recommendation has been received. This form will be used only for the admissions process and will not become a part of the student’s permanent record at Berkeley or shared with the applicant’s family.

In order to allow the applicant to be considered for admission to Berkeley, I/We authorize the release of my/our child’s academic records. I/We release every person and institution from any and all liability resulting from or pertaining to the furnishing of records, documents and other information provided to Berkeley for that purpose. I/We will not seek access to confidential recommendation and evaluation materials before and/or after the admission decision is made. At a later time after acceptance has been offered, I/We authorize the release of the full student record when transfer to Berkeley occurs.

Signatures of Parents/Guardians
Date

Child’s current school must make a copy of this form and retain as record of parent permission.

SCHOOL RECOMMENDATION CHECKLIST TO BE COMPLETED AFTER NOVEMBER 15

To be completed by the language arts or math teacher.

Name of Applicant
Grade Applying

This student is seeking admission to Berkeley Preparatory School, an independent coeducational day school. The school curriculum is college preparatory.

Please complete this form and mail it to Berkeley with a transcript of grades earned for the last two years and the current year to date. Also include the marking system you use (A = 90-100 for example) and all standardized test scores for achievement, ability and intelligence. Please show percentiles or stanines and whether national or independent school norms were used.

This form provides one way of getting to know the child and is viewed with the full awareness that children are constantly changing and developing. All information is kept strictly confidential and used only for admissions purposes. Please note that we place particular value on your comments.

School
Teacher(s)
Reading: Series used
Level
Other approaches used: Phonetic
Linguistic
Math: Series used or approach taken

Rank the student in the following categories:

<table>
<thead>
<tr>
<th>Category</th>
<th>Weak</th>
<th>Average</th>
<th>Strong</th>
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</thead>
<tbody>
<tr>
<td>Peer interaction</td>
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<tr>
<td>Independence</td>
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<td>Attentive to instruction</td>
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<tr>
<td>Work habits</td>
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<td>Responsibility</td>
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<td>Creativity</td>
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<td>Academic ability</td>
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<tr>
<td>Integrity</td>
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</tbody>
</table>

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<th>Category</th>
<th>Weak</th>
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</thead>
<tbody>
<tr>
<td>Conduct</td>
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<td>Motivation</td>
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<td>Cooperativeness</td>
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<td>Emotional Stability</td>
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<td>Reliability</td>
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<td>Citizenship</td>
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<td>Respect for others</td>
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<tr>
<td>Academic group work</td>
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</tbody>
</table>

Please check all the items that best describe this student:

☐ Quiet
☐ Expressive/verbal
☐ Curious
☐ Self-confident
☐ Reserved, but friendly
☐ Requires extra time to complete work
☐ Follows oral directions
☐ English as a second language in the home
☐ Follows written directions
☐ Gifted program
☐ Aggressive
☐ Distracts others
☐ Easily distracted
☐ Interrupts
☐ Good listener

(continued on back)
IMPORTANT REQUEST

Please use this space to write your estimate of the candidate’s possible success at and contribution to Berkeley. You are encouraged to comment candidly on those characteristics of the candidate that seem to you to distinguish him or her from other students with whom you have been associated. Illustrate by example when appropriate. Is the candidate’s record with your school a true index of ability, or have outside circumstances interfered with academic achievement? (i.e. illness, excessive involvement in extracurricular activities, difficult home situation) What suggestions can you give Berkeley to help this student be successful and happy? Thank you for your time and effort in evaluating this student and assisting both the candidate and Berkeley. Your information will remain confidential.

Signature of Evaluator _______________________________ Date ________________
Printed Name _______________________________ Email ____________________ Telephone (____) _________
In what capacity have you known the applicant? _______________________________ Length of Acquaintance _________

Signature of Principal / Head of School _______________________________ Date ________________
Name of School ________________________________________________
School Address ___________________________ Email ____________________ Telephone (____) _________
City ___________________________ State _____________________ Zip ____________

You are welcome to call if you would like to discuss the candidate personally.

After completion of both sides of this form, please attach a transcript of grades earned for the last two years and the current year to date. Also include all standardized test scores Mail to: DIRECTOR OF ADMISSIONS, BERKELEY PREPARATORY SCHOOL 4811 KELLY ROAD, TAMPA, FL 33615 phone 813.885.1673 fax 813.886.6933