
TRANSCRIPT REQUEST FORM

ADMINISTRATOR/COUNSELOR EVALUATION

DIRECTIONS FOR PARENTS: This form may be used for application to Blessed Trinity Catholic High School, Marist School, Our Lady of Mercy Catholic High School, Pinecrest Academy, and St. Pius X Catholic High School. Indicate to your current school where to send documentation and this evaluation.

DIRECTIONS FOR SCHOOL: Please make a copy of the original and send this form along with documentation to each school as directed by parents. Retain original in student file.

TO _____ SCHOOL _____
Name of Principal or Registrar

I hereby authorize you to release the requested records of my child to Blessed Trinity Catholic High School, Marist School, Our Lady of Mercy Catholic High School, Pinecrest Academy, and St. Pius X Catholic High School. I waive any right of access to all information from any source in conjunction with my child's application to a school named above.

Parent or Guardian Signature Date

NAME OF STUDENT _____ CURRENT GRADE _____

Records to be released: (check one)

- SEVENTH-GRADE APPLICANT (MARIST SCHOOL ONLY): transcripts and standardized test scores for grades 4, 5 and through semester 1 of grade 6 and complete discipline record
- NINTH-GRADE APPLICANT: transcripts and standardized test scores for grades 6, 7 and through semester 1 of grade 8 and complete discipline record
- UPPER-GRADE APPLICANT: official transcripts and standardized test scores and complete discipline record

ADMINISTRATOR/COUNSELOR EVALUATION

Has this student ever committed a major infraction(s), been suspended, or appeared before your Discipline Committee?

YES NO IF YES, PLEASE COMMENT _____

If applicable, does this family pay tuition in a timely manner?

YES NO N/A

Please compare the applicant to his or her entire class by placing a check in the appropriate column.

	EXTRAORDINARY (TOP 1%)	EXCELLENT (TOP 10%)	ABOVE AVERAGE	AVERAGE	BELOW AVERAGE
ACADEMICALLY					
CHARACTER					

In your professional opinion, would you recommend this applicant for a demanding college preparatory curriculum? (check one box)

- Yes, with enthusiasm
 Yes
 Yes, with reservations
 No

Please share with us your overall impression of this individual and the impact he or she has had on your school.

Please call me so we may discuss further.

Printed Name of Person Completing Form Title

Signature Date

ATTACH DOCUMENTATION AND MAIL TO:

Blessed Trinity High School Admissions Office 11320 Woodstock Road Roswell, GA 30075	Marist School Admissions Office 3790 Ashford Dunwoody Road, NE Atlanta, GA 30319-1899	Our Lady of Mercy High School Admissions Office 861 Highway 279 Fairburn, GA 30213	Pinecrest Academy Admissions Office 955 Peachtree Parkway Cumming, GA 30041	St. Pius X High School Admissions Office 2674 Johnson Road, NE Atlanta, GA 30345-1799
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