



Request for Academic Records

PARENTS Please complete this section before giving the form to the head of your son's current school.

Student's Name	Date
Current School	Current Grade
Parent's Signature	

SCHOOL HEAD The above student has applied for admission to The Heights School. We would appreciate your supplying the information requested below. All information will remain confidential. The forms of students not admitted to The Heights School will be destroyed. Signatures are required at top and bottom of this form or the application is incomplete.

I. ATTENDANCE	Current Year (TO DATE)	Prior Year
Days Absent	_____	_____
Days Tardy	_____	_____

II. GRADES (A, B, C...)	Current Year (TO DATE)	Prior Year
English	_____	_____
Math	_____	_____
Social Studies	_____	_____
Science	_____	_____

III. ACADEMIC STANDING

1. How many boys are in the candidate's current grade in your school? _____

2. In which quarter of these boys does the candidate rank? (CIRCLE ONE)

TOP QUARTER	SECOND QUARTER	THIRD QUARTER	BOTTOM QUARTER
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IV. STANDARDIZED TEST SCORES

Please enclose a copy of the most recent standardized test results.

Person completing form	Date
Position	

Please return to: Director of Admission ■ The Heights School ■ 10400 Seven Locks Road ■ Potomac, Maryland 20854



Application Recommendation

PARENTS

Please complete this section before giving the form, together with a stamped envelope, to someone at your son's school who knows him well.

Student's Name _____ Date _____

Current School _____ Current Grade _____

Parent's Signature _____

TEACHER OR SCHOOL HEAD

The above student has applied for admission to The Heights School. We would appreciate your supplying the information requested below. All information will remain confidential. The forms of students not admitted to The Heights School will be destroyed.

Your Name _____

Telephone _____ E-mail _____

For how many years have you known the candidate? _____ What has been your relationship to him? _____

For the following items, please mark on the dotted line the response which best pertains; you may adjust the mark to indicate gradations in your evaluation. Please feel free to make comments when necessary.

1. Consideration for others

 VERY THOUGHTFUL USUALLY CONSIDERATE INCONSIDERATE UNKIND
2. Social relationship with peers

 HEALTHY RELATIONSHIPS OCCASIONAL MINOR PROBLEMS RELATES POORLY
3. Relationship with those in authority

 RESPONSIVE AVOIDS CONTACT OVER-REACTIVE AGGRESSION
4. Leadership abilities

 EXCELLENT GOOD AVERAGE POOR
5. Emotional maturity

 VERY MATURE AVERAGE SOMEWHAT IMMATURE VERY IMMATURE
6. Self-confidence

 HEALTHY SELF-IMAGE NEEDS SUPPORT APPEARS OVERLY CONFIDENT POOR SELF-IMAGE
7. Sense of humor

 HIGHLY DEVELOPED GOOD POORLY DEVELOPED
8. Integrity

 TRUSTWORTHY USUALLY TRUSTWORTHY NOT TRUSTWORTHY
9. Sense of responsibility

 RESPONSIBLE USUALLY RESPONSIBLE SOMETIMES RESPONSIBLE IRRESPONSIBLE
10. Extracurricular participation

 ENTHUSIASTIC FREQUENT OCCASIONAL RARE



Application Recommendation

11. Study habits
WELL-DEVELOPED USUALLY SELF-DISCIPLINED LACKS DISCIPLINE
12. Organization of time and work
WELL-ORGANIZED GENERALLY ORGANIZED USUALLY DISORGANIZED
13. Self-motivation
HIGHLY MOTIVATED USUALLY MOTIVATED NEEDS ENCOURAGEMENT RARELY MOTIVATED
14. Intellectual curiosity
EAGER TO LEARN USUALLY INTERESTED USUALLY INDIFFERENT OFTEN APATHETIC
15. Attention span
SUSTAINS CONCENTRATION GENERALLY ATTENTIVE OFTEN DISTRACTED
16. Ability to follow directions
EXCELLENT GOOD FAIR POOR
17. Ability to work in a group
EXCELLENT GOOD FAIR POOR
18. Ability to work independently
EXCELLENT GOOD FAIR POOR
19. Perseverance
FOLLOWS THROUGH TO COMPLETION USUALLY PERSEVERES GIVES UP EASILY
20. Cheerfulness
CHEERFUL GENERALLY OPTIMISTIC OFTEN PESSIMISTIC OR CYNICAL

Do you know of any family, health, or learning difficulties of which The Heights School should be aware?

In what areas does this student most need to improve?

We would appreciate any other observations or information which you think would be helpful in considering this candidate for admission.

Signature

Date