



## Request for a Copy of Student Records

Submit this packet to your child's current school.

Name of Student: \_\_\_\_\_

Student's Date of Birth: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Current School: \_\_\_\_\_

Principal/Guidance Counselor: \_\_\_\_\_

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I hereby request that you forward copies of the following information to Cristo Rey Columbus High School.

My signature indicates my permission for the release of the following information.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

- **Copies of report cards from current and previous grade**
- **Attendance data (absences and tardies) from current and previous grade (if information is available on report cards, no additional report is needed)**
- **Current and previous school year standardized test scores**
- **IEP/ISP records, if applicable**
- **3 Recommendation Forms (see attached)**
  - **English and Math Teacher Forms**

Please respond to: Admissions Office  
Cristo Rey Columbus High School  
400 East Town Street  
Columbus, OH 43215

Phone: 614-223-9261 x008      Email: [admissions@CristoReyColumbus.org](mailto:admissions@CristoReyColumbus.org)



## School Leader Recommendation Form

**Student Name:** \_\_\_\_\_

**School:** \_\_\_\_\_

**RECOMMENDER:** *Please complete and sign this section of the form. Feel free to attach additional sheets of paper if responding in depth to any portion of this section. Information on this form will remain confidential and will not be shared with parents or students. Please mail this form directly to the Cristo Rey Columbus Admissions Office.*

<b>Academic Ability</b>	<i>Outstanding</i>	<i>Good</i>	<i>Below Avg.</i>	<i>Poor</i>
Verbal ability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mathematical ability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Intellectual curiosity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Personal Abilities</b>	<i>Outstanding</i>	<i>Good</i>	<i>Below Avg.</i>	<i>Poor</i>
Maturity for grade	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Perseverance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Self-confidence	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>School Behavior</b>	<i>Outstanding</i>	<i>Good</i>	<i>Below Avg.</i>	<i>Poor</i>
Motivation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Interaction with peers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Respect for others	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Conduct	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	Strongly Recommend	Recommend	Recommend with Reservations	I Do Not Recommend
<b>Academics</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Character</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

*Students enrolled at Cristo Rey Columbus are required to participate in a work-study program in a professional office setting to fund a portion of their high school education. How would you rank the student's ability to handle such responsibility?*

<b>Work</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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**Attendance:**      2018-2019                      Days Absent \_\_\_\_\_ Days Tardy \_\_\_\_\_  
                         2019-2020                      Days Absent \_\_\_\_\_ Days Tardy \_\_\_\_\_

Has the student received disciplinary action for a serious infraction?    \_\_\_ Yes    \_\_\_ No  
(Please include any ISS or OSS.)

If yes, please indicate reason and action taken: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

*Please circle the words that describe this student:*

combative	passive	responsible	organized	assertive	self-disciplined
irresponsible	distractible	follower	social	popular	negative leader
overprotected	loner	energetic	distracting	cheerful	positive leader
disobedient	confident	perfectionist	motivated	anxious	compassionate
humorous	vivacious	restless	devious	impulsive	conscientious
self-centered	honest	irritable	dishonest	articulate	easily discouraged
easily frustrated	manipulative	other	_____		

Is there information on this form that you would prefer to communicate by telephone?  
\_\_\_\_\_ No    \_\_\_\_\_ Yes    If yes, the Admissions Office will contact you.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Evaluator's Name and Title (printed): \_\_\_\_\_

Email: \_\_\_\_\_ Telephone: \_\_\_\_\_ - \_\_\_\_\_

<p>Please respond to: Admissions Office Cristo Rey Columbus High School 400 East Town Street Columbus, OH 43215</p> <p>Phone: 614-223-9261 x008    Email: admissions@CristoReyColumbus.org</p>
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## English Teacher Recommendation Form

Student Name: \_\_\_\_\_

Teacher's Name: \_\_\_\_\_

Courses Taught: \_\_\_\_\_

School: \_\_\_\_\_

**SCHOOL OFFICIAL** *Please complete and sign this section of the form. Feel free to attach additional sheets of paper if responding in depth to any portion of this section. Information on this form will remain confidential and will not be shared with parents or students. Please mail this form directly to the Cristo Rey Columbus Admissions Office.*

<b>Academic Ability</b>	<i>Outstanding</i>	<i>Good</i>	<i>Below Avg.</i>	<i>Poor</i>
Verbal ability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Creative ability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Intellectual curiosity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to grasp to concepts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Written Communications	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<b>Classroom Performance</b>	<i>Outstanding</i>	<i>Good</i>	<i>Below Avg.</i>	<i>Poor</i>
Classroom achievement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Participation in discussions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Writing mechanics	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Quality of written ideas	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Work habits	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to follow directions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Preparation for class	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<b>Personal Abilities</b>	<i>Outstanding</i>	<i>Good</i>	<i>Below Avg.</i>	<i>Poor</i>
Maturity for grade	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Perseverance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Self-confidence	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<b>School Behavior</b>	<i>Outstanding</i>	<i>Good</i>	<i>Below Avg.</i>	<i>Poor</i>
Motivation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to work in a group	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to work independently	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Response to constructive criticism	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Willingness to seek needed help	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Attention span	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**School Behavior (continued)**

Interaction with peers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Respect for others	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Conduct	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	Strongly Recommend	Recommend	Recommend with Reservations	I Do Not Recommend
<b>Academics</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Character</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

*Students enrolled at Cristo Rey Columbus are required to participate in a work-study program in a professional office setting to fund a portion of their high school education. How would you rank the student's ability to handle such responsibility?*

<b>Work</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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*Please circle the words that describe this student:*

- |                   |              |               |             |            |                    |
|-------------------|--------------|---------------|-------------|------------|--------------------|
| combative         | passive      | responsible   | organized   | assertive  | self-disciplined   |
| irresponsible     | distractible | follower      | social      | popular    | negative leader    |
| overprotected     | loner        | energetic     | distracting | cheerful   | positive leader    |
| disobedient       | confident    | perfectionist | motivated   | anxious    | compassionate      |
| humorous          | vivacious    | restless      | devious     | impulsive  | conscientious      |
| self-centered     | honest       | irritable     | dishonest   | articulate | easily discouraged |
| easily frustrated | manipulative | other         | _____       |            |                    |

Is there information on this form that you would prefer to communicate by telephone?  
 \_\_\_\_\_ No      \_\_\_\_\_ Yes      If yes, the Admissions Office will contact you.

Evaluator's Name (printed): \_\_\_\_\_

Position/School: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Email: \_\_\_\_\_ Telephone: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

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 Columbus, OH 43215

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## Math Teacher Recommendation Form

**Student Name:** \_\_\_\_\_

**Teacher's Name:** \_\_\_\_\_

**Courses Taught:** \_\_\_\_\_

**School:** \_\_\_\_\_

**SCHOOL OFFICIAL** *Please complete and sign this section of the form. Feel free to attach additional sheets of paper if responding in depth to any portion of this section. Information on this form will remain confidential and will not be shared with parents or students. Please mail this form directly to the Cristo Rey Columbus Admissions Office.*

<b>Academic Ability</b>	<i>Outstanding</i>	<i>Good</i>	<i>Below Avg.</i>	<i>Poor</i>
Verbal ability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mathematical ability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Creative ability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Intellectual curiosity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to grasp to concepts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Written Communications	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<b>Classroom Performance</b>	<i>Outstanding</i>	<i>Good</i>	<i>Below Avg.</i>	<i>Poor</i>
Classroom achievement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Participation in discussions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Writing mechanics	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Quality of written ideas	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Work habits	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to follow directions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Preparation for class	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<b>Personal Abilities</b>	<i>Outstanding</i>	<i>Good</i>	<i>Below Avg.</i>	<i>Poor</i>
Maturity for grade	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Perseverance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Self-confidence	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<b>School Behavior</b>	<i>Outstanding</i>	<i>Good</i>	<i>Below Avg.</i>	<i>Poor</i>
Motivation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to work in a group	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to work independently	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Response to constructive criticism	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Willingness to seek needed help	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Attention span	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**School Behavior (continued)**

Interaction with peers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Respect for others	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Conduct	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	Strongly Recommend	Recommend	Recommend with Reservations	I Do Not Recommend
<b>Academics</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Character</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

*Students enrolled at Cristo Rey Columbus are required to participate in a work-study program in a professional office setting to fund a portion of their high school education. How would you rank the student's ability to handle such responsibility?*

<b>Work</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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*Please circle the words that describe this student:*

- |                   |              |               |             |            |                    |
|-------------------|--------------|---------------|-------------|------------|--------------------|
| combative         | passive      | responsible   | organized   | assertive  | self-disciplined   |
| irresponsible     | distractible | follower      | social      | popular    | negative leader    |
| overprotected     | loner        | energetic     | distracting | cheerful   | positive leader    |
| disobedient       | confident    | perfectionist | motivated   | anxious    | compassionate      |
| humorous          | vivacious    | restless      | devious     | impulsive  | conscientious      |
| self-centered     | honest       | irritable     | dishonest   | articulate | easily discouraged |
| easily frustrated | manipulative | other         | _____       |            |                    |

Is there information on this form that you would prefer to communicate by telephone?  
 \_\_\_\_\_ No      \_\_\_\_\_ Yes      If yes, the Admissions Office will contact you.

Evaluator's Name (printed): \_\_\_\_\_

Position/School: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Email: \_\_\_\_\_ Telephone: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

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