



MCA Admissions Application Packet - Checklist

Each student who applies will need the following documentation completed:

- **MCA Admissions Application (will be attached separately)**
 - **Transcript Release Form** (attached to the MCA application - last page of application. This form must be given to students current school - to give permission for school to send us over all student report cards (with attendance records) and any standardized testing results is applicable. Some families have found it easier to just ask the school for the records and all of their child's information and get it that way. Sometimes there have been delays for schools sending over student information - especially if it is for a student that is transferring out of the current school.
 - **Financial Information Form** - form should be filled out and also include a **1040 from this year** as part of the application
 - **Test Standardized Scores** - (internal testing/MCAS/Galileo, etc)
 - **Report Cards** - (all from prior year, as well as current year)

- **AISNE Teacher Recommendation Forms***
 - **Teacher Recommendation Form (Current Year)** - included in this document
 - **Teacher Recommendation Form (Previous Year Teacher)** included in this document

*these are the same exact forms, just need to be given to different teachers. Teachers can either mail it in or scan to PDF back to Mother Caroline Academy

CURRENT YEAR TEACHER RECOMMENDATION



Please return this form to the school to which the student is applying.

STUDENT EVALUATION

For children entering grades two through five

Section I:

Name of student _____ Applicant for grade _____

I have known this candidate for ____ years ____ months. Number of children in class ____ Grade level(s) in class _____

Is child generally on time for school? Yes ____ No ____ Attendance pattern _____

My relationship with this candidate has been that of _____

What are the first words that come to mind to describe this candidate? _____

To the teacher or school director: We appreciate your cooperation in completing this form. It provides one way of getting to know the child and is reviewed with the full awareness that children are constantly changing and developing. Please note that we place particular value on your observations of classroom behavior and your descriptive comments in each area. **This evaluation will be kept in strict confidence, will be reviewed only by the admission committee and will not become part of the student's permanent record.** Your insights will be used solely to help inform a thoughtful admission decision which will result in the best placement for each child.

Section II: SOCIAL/EMOTIONAL DEVELOPMENT (Please circle best descriptor)

Comments

	consistently	usually	occasionally	seldom	
Demonstrates sense of integrity and responsibility					
Consideration for others	very considerate	usually considerate	inconsiderate	unkind	
Social relationship with peers	very mature	average	somewhat immature	relates poorly	
Leadership ability	excellent	good	average	poor	
Emotional maturity	very mature	average	somewhat immature	very immature	
Self-confidence	healthy self-image	needs some support	seems overly confident	poor self-image	
Sense of humor	highly developed	age appropriate	developing	poorly developed	
Self control	excellent	usually good	occasionally disruptive	frequently disruptive	
Interaction with teacher/adults	healthy/comfortable	is uneasy	is dependent	avoids contact	

Section III: ACADEMIC DEVELOPMENT (Please √ best descriptor)

Classroom Characteristics: Consistently Usually Occasionally Seldom NA Comments

	Consistently	Usually	Occasionally	Seldom	NA	Comments
Listens attentively						
Follows directions						
Contributes effectively to class discussions						
Works well independently						
Organizes self/materials						
Works well in small groups						
Demonstrates creativity						
Seeks help when needed						
Responds positively to suggestions/requests						
Completes homework on time						
Moves easily from one activity or space to another						

Language Arts:

	Above			Below			Comments
	Outstanding	Average	Average	Average	NA		
Reading decoding/speed							
Reading comprehension							
Literal comprehension (recall of facts/details)							
Vocabulary							
Grammar							
Spelling							
Writing: Organization							
Topic development							
Expository							
Creative							
Handwriting skills							

Mathematics:

Demonstrates problem solving skills							
Recognizes patterns in Numbers							
Understands place value through decimals							
Understands operations with fractions & decimals							
Computation skills							
Spatial problem-solving skills							

Other Subjects:

Art							
Athletics							
Foreign Language							
Keyboarding skills							
Music							
Science							
Social Studies							

General:

Academic potential							
Level of motivation							
Problem-solving skills							
Ability to understand abstract concepts							
Willingness to take risks							

Section IV: PARENT AND FAMILY**INFORMATION**

Has/have the parent/s
of this child been:

	Consistently	Usually	Occasionally	Seldom	Comments
Supportive of the child's experience					
Supportive of your school's programs/routines					
Supportive of you as a teacher					
Responsive to suggestions/guidance					
Realistic in setting educational goals					
To your knowledge, is the parent's perception of the child compatible with the school's understanding of the child?					

Section V: Closing

Please comment on this child's ability to meet the expectations of your school. Have you adjusted your program to accommodate the needs or abilities of this child?

We encourage any other information which you think would be helpful. Please feel free to write in the space below and on the back of this form if necessary.

Your name _____ Date _____ School Telephone _____

E-mail _____

School _____ Address _____

If you would like to discuss this applicant/family further, please list your telephone number and the best time for us to call.

Daytime _____ Evening _____ Best time to call _____

Thank you for your candor and your thoughtful insight

Please return this form to the school to which the student is applying.

Additional Comments

PRIOR YEAR TEACHER RECOMMENDATION



Please return this form to the school to which the student is applying.

STUDENT EVALUATION

For children entering grades two through five

Section I:

Name of student _____ Applicant for grade _____

I have known this candidate for ____ years ____ months. Number of children in class ____ Grade level(s) in class _____

Is child generally on time for school? Yes ____ No ____ Attendance pattern _____

My relationship with this candidate has been that of _____

What are the first words that come to mind to describe this candidate? _____

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Section II: SOCIAL/EMOTIONAL DEVELOPMENT *(Please circle best descriptor)*

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Topic development						
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Mathematics:

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Spatial problem-solving skills						

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Additional Comments

Empty rectangular box for additional comments.