



MCA Admissions Checklist & Recommendation Forms

Each student who applies will need the following documentation completed and submitted prior to their application being reviewed:

- **MCA Application** -separate packet
- **Transcript Release Form** – *This form must be given to the students current school* to give permission for the current school to send Mother Caroline Academy 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. Make sure to check in with them as schools may take longer than expected to send over the documents.
- **Test Standardized Scores** - any internal testing/MCAS/Galileo/PARC, etc
- **Report Cards** - all from your students current school year, as well as the prior school year
- **Financial Information**
 - Answer all financial questions in the **Family Financial Section** of the application.
 - A copy of your income tax **1040** from this year **MUST** be submitted as part of the application.
- **Two AISNE Teacher Recommendation Forms*** - These are the same exact forms, just need to be given to different teachers.
 - **Teacher Recommendation Form (Current School Year Teacher)** -Yellow Label
 - **Teacher Recommendation Form (Previous School Year Teacher)** -Green Label



TRANSCRIPT RELEASE FORM

(Please submit Transcript Release Form to your daughter's school)

Applicant Name: _____

To student's current school:

_____ has applied for admission to Mother
Caroline Academy.

(Student's Name)

Please remit the following information to the Academy Admissions Office as soon as possible:

- ❖ Grades to date, including the previous 2 years
- ❖ Standardized test scores
- ❖ Any special educational or psychological testing
- ❖ Attendance records and discipline reports

To the parent/guardian of the applicant:

Applicant's Name: _____ Current Grade: _____

I hereby authorize my child's school transcript and records be released to Mother Caroline Academy's Office of Admission. Please send requested materials to:

**Mother Caroline Academy
Admission Committee
515 Blue Hill Avenue
Dorchester, MA 02121**

Signature of Parent or Guardian: _____

Date: _____

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

Classroom Characteristics:	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
 Outstanding Average Average NA

Comments

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? _____

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)

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	Outstanding	Average	Average	Average		
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Topic development						
Expository						
Creative						
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Mathematics:

Demonstrates problem solving skills						
Recognizes patterns in Numbers						
Understands place value through decimals						
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Spatial problem-solving skills						

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General:

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

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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?					

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