

# TIMOTHY EDWARDS MIDDLE SCHOOL

Nancy Larson, Principal  
Jarrid Clifton, Associate Principal  
David R. St. Jean, Associate Principal

100 Arnold Way  
South Windsor, CT 06074  
Tel: (860) 648-5030 - Fax: (860) 648-5029

## Private School Application Process

Although most grade 8 students choose to go to South Windsor High School, we understand that some families will choose an alternative school. If your child is considering applying to a private school, the following procedure has been put into place for the application process:

- Application forms from schools outside the South Windsor system should be obtained directly from the school to which you are applying.
- Your child can pick up a recommendation packet from the Timothy Edwards Middle School Counseling Department or you may download the attached forms. This packet includes a notification sheet of the schools to which your child is applying that must be signed by a parent. It also includes Release of Record forms which must be completed for each school and must be signed by the parent in order for the counseling department to send transcripts.
- Timothy Edwards Middle School uses a standard recommendation form for processing teacher recommendations and school reports. The school report will be completed by the school counselor and included with the transcript package. Requests for teacher recommendations should go directly from your child to his/her teachers. Please give teachers sufficient notice and provide them with a stamped envelope with the school address to which your child is applying. Counselors and teachers do not process applications online.
- A postage fee of \$3.00 per school will cover the cost of mailing the oversized envelope that will include the transcripts as well as the school report.
- Applications to Connecticut vocational schools use the standard Connecticut technical high school system application process and no application processing fee is necessary.

*"EFFORT, EDUCATION, EXCELLENCE"*

**PRIVATE SCHOOL NOTIFICATION SHEET**

My Child, \_\_\_\_\_, is applying to the following private schools:  
(name)

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

\_\_\_\_\_  
(parent signature)

\_\_\_\_\_  
(date)

**SOUTH WINDSOR PUBLIC SCHOOLS**  
**South Windsor, CT 06074**

***RELEASE OF INFORMATION***

Name of Student: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

- I give permission for the South Windsor School System to **receive** the records indicated below from:
  
- I give permission for the South Windsor School System to **release** the records indicated below to:

---

<i>Name of School</i>	<i>Address</i>	<i>ZIP Code</i>
<i>Phone Number of Above</i>	<i>FAX Number of Above</i>	

---

Name of school the student attends, or will be attending, in South Windsor: ***Timothy Edwards Middle School***  
***100 Arnold Way***  
***South Windsor, CT 06074***  
***Fax# : 860-474-1522***

These records are for the purpose of educational planning and programming.

IMPORTANT: Please indicate (✓) items you wish to be received or released:

- |  |  |
|--|--|
| <input type="checkbox"/> Health Record   | <input type="checkbox"/> Psychological Record                        |
| <input type="checkbox"/> Grades  | <input type="checkbox"/> Social Work Record                          |
| <input type="checkbox"/> Achievement Scores  | <input type="checkbox"/> Speech Evaluation/Report                    |
| <input type="checkbox"/> Guidance Evaluation Check Lists   | <input type="checkbox"/> I.Q. Scores                                 |
| <input type="checkbox"/> Anecdotal Information   | <input type="checkbox"/> Special Education Teacher Evaluation Report |
| <input type="checkbox"/> Verbal Communication  |  |
| <input type="checkbox"/> Other: _____  |  |
| <input type="checkbox"/> PPT Records (Notice of Meeting, Notice of Evaluation, Case Summaries, Referral, etc.) |  |

NOTE: This confidential information is being sent on the condition that no other party should have access to it without written consent of parent/guardian, or the student, if s/he is 18 years of age or a graduate.

I understand that I may review the materials checked on this release form before they are transmitted. I understand that one week from the date of this release, the above materials will be forwarded as requested.

\_\_\_\_\_

*Date* *Parent/Guardian Signature*

*\*This form is in effect for 12 months\**

SPECIAL SERVICES DEPARTMENT

South Windsor Public Schools

1737 Main Street

South Windsor, CT 06074

<b><i>For Office Use Only</i></b>
Date Received: _____
Date Records Processed: _____

Recommendation Form

School Report

TO THE STUDENT: Please provide your name and address below before giving this form to a recommender. Let recommenders know the deadlines for each school.

Student's name \_\_\_\_\_
Last First Middle Current Grade

Student's address \_\_\_\_\_
Street City State Zip Code Country

Current school Timothy Edwards Middle School

TO THE SCHOOL OFFICIAL: The student named above is a candidate for admission. The Admission Committee places considerable weight on the academic and personal qualifications of each student. Your recommendation is vital to our process. We would appreciate your most candid and thoughtful responses. The deadline for application to most schools is January 15th.

How well do you know the student academically? \_\_\_\_\_ As a person? \_\_\_\_\_

Please attach:

- Final or mid-semester grades for all term (must be included)
Standardized test scores
Grades since 6th grade, if available
Recent teacher reports, if any

School serves grades: 6 to 8 Number of students in entire school: \_\_\_\_\_

In what month does your school year begin? August end? June

Please explain your school's grading system. What is the passing mark? \_\_\_\_\_ Honors mark? \_\_\_\_\_

Does your school rank [X] No How many students in current grade? \_\_\_\_\_

Does your school use a block of scheduling system? [X] Yes

Are students placed in sections to ability? [X] Yes

At Timothy Edwards Middle School, we have homogeneous placement for math in grades 7 and 8.

If the student's attendance is not listed on the transcript, please indicate the number of days he or she has been absent or tardy each year while at your school.

See enclosed transcript

If the student is not, or has not been, in good academic standing, please explain.

Has the student ever been dismissed, suspended, placed on probation, or received other serious disciplinary sanctions? [ ] Yes [ ] No

Has he or she withdrawn from school voluntarily for an extended period of time for reasons other than of health? [ ] Yes [ ] No

If the answer to either or both of these questions is yes, please provide a full explanation on a separate piece of paper.

Name of student \_\_\_\_\_

Please place check marks at the points that represent your evaluation of the student in comparison to other students in his or her age group whom you have taught. If you have no fair basis for judgment, do not hesitate to say so.

	One of the top few I have ever encountered	Excellent (top 10% this year)	Good (above average)	Average	Below average	No basis for judgment
Academic Potential						
Academic Achievement						
Intellectual Curiosity						
Effort/Determination						
Ability to Work Independently						
Organization						
Creativity						
Willingness to Take Intellectual Risks						
Concern for Others						
Honesty/Integrity						
Self-esteem						
Maturity (relative to age)						
Responsibility						
Respect Accorded by Peers						
Respect Accorded by Faculty						
Emotional Stability						
Overall Evaluation as a Person						
Overall Evaluation as a Student						

If the student is relatively weak or strong in any areas listed above, please elaborate.

What are the first three words that come to mind to describe this student?

1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_

Please comment on this student's character, citizenship, and contributions to your community.

Please add any additional information that will give us a more complete picture of the student.

Thank you for taking your valuable time to complete this evaluation. Your reflections are an important part of the student's application.

Signature \_\_\_\_\_ Date \_\_\_\_\_ Title \_\_\_\_\_

Printed Name \_\_\_\_\_ E-mail address \_\_\_\_\_

Recommendation Form

English Recommendation

TO THE STUDENT: Please provide your name and address below before giving this form to a recommender. Please provide recommender with stamped, addressed envelopes for each of your schools. Let recommenders know the deadlines for each school.

Student's name \_\_\_\_\_  
Last First Middle Current Grade

Student's address \_\_\_\_\_  
Street City State Zip Code Country

Current school: **Timothy Edwards Middle School**

TO THE TEACHER: The student named above is a candidate for admission. The Admission Committee places considerable weight on the academic and personal qualifications of each student. Your recommendation is vital to our process. We would appreciate your most candid and thoughtful responses. The deadline for application to most schools is January 15<sup>th</sup>. The recommendation will remain confidential and will not become part of the student's permanent record.

How well do you know the student academically? \_\_\_\_\_ As a person? \_\_\_\_\_

In what years did you teach the student? \_\_\_\_\_ How large is the class? \_\_\_\_\_

What course(s)? \_\_\_\_\_ Is the student on a block schedule?  Yes  No

Is this course part of a tracking system or designated as an honors or accelerated course?  Yes  No

Briefly describe your course. It is especially helpful to know what texts are used and if the students are grouped by ability.

How accurately does the student read and understand what he or she has read?

How well does the student write in comparison with other students whom you have taught? Please be specific about areas of strength and weakness.

How well does the student accept advice or criticism?

Name of student \_\_\_\_\_

Please place check marks at the points that represent your evaluation of the student in comparison to other students in his or her age group whom you have taught. If you have no fair basis for judgment, do not hesitate to say so.

	One of the top few I have ever encountered	Excellent (top 10% this year)	Good (above average)	Average	Below average	No basis for judgment
Academic Potential						
Academic Achievement						
Intellectual Curiosity						
Effort/Determination						
Ability to Work Independently						
Organization						
Creativity						
Willingness to Take Intellectual Risks						
Concern for Others						
Honesty/Integrity						
Self-esteem						
Maturity (relative to age)						
Responsibility						
Respect Accorded by Peers						
Respect Accorded by Faculty						
Emotional Stability						
Overall Evaluation as a Person						
Overall Evaluation as a Student						

If the student is relatively weak or strong in any areas listed above, please elaborate.

What are the first three words that come to mind to describe this student?

1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_

Please comment on this student's character, citizenship, and contributions to your community.

Please add any additional information that will give us a more complete picture of the student.

Thank you for taking your valuable time to complete this evaluation. Your reflections are an important part of the student's application.

Signature \_\_\_\_\_ Date \_\_\_\_\_ Title \_\_\_\_\_

Printed Name \_\_\_\_\_ E-mail address \_\_\_\_\_



Command of Mathematics When Compared to Other Students Whom You Have Taught						
---	--	--	--	--	--	--

Name of student \_\_\_\_\_

Please place check marks at the points that represent your evaluation of the student in comparison to other students in his or her age group whom you have taught. If you have no fair basis for judgment, do not hesitate to say so.

	One of the top few I have ever encountered	Excellent (top 10% this year)	Good (above average)	Average	Below average	No basis for judgment
Academic Potential						
Academic Achievement						
Intellectual Curiosity						
Effort/Determination						
Ability to Work Independently						
Organization						
Creativity						
Willingness to take Intellectual Risks						
Concern for Others						
Honesty/Integrity						
Self-esteem						
Maturity (relative to age)						
Responsibility						
Respect Accorded by Peers						
Respect Accorded by Faculty						
Emotional Stability						
Overall Evaluation as a Person						
Overall Evaluation as a Student						

If the student is relatively weak or strong in any areas listed above, please elaborate.

What are the first three words that come to mind to describe this student?

1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_

Please comment on this student's character, citizenship, and contributions to your community.

Please add any additional information that will give us a more complete picture of the student.

Thank you for taking your valuable time to complete this evaluation. Your reflections are an important part of the student's application.

Signature \_\_\_\_\_ Date \_\_\_\_\_ Title \_\_\_\_\_

Printed Name

E-mail address

100 Arnold Way, South Windsor, CT 06074

School address

860-648-5033

Telephone

Recommendation Form

Personal Recommendation

**TO THE STUDENT:** This recommendation should be given to an adult who is not related to you, but who knows you well. You may choose anyone who interacts with you on a regular basis and who knows you through one of your interests: an additional classroom teacher, for example, or an employer, a music instructor, a coach, or a member of the clergy. Before giving this form to your recommender, please write your name and address below. Please provide recommender with stamped, addressed envelopes for each of your schools. Let recommenders know the deadlines for each school.

Student's name \_\_\_\_\_  
Last First Middle Current Grade

Student's address \_\_\_\_\_  
Street City State Zip Code Country

Current school Timothy Edwards Middle School

**TO THE RECOMMENDER:** Schools place considerable weight on the personal qualities of each candidate for admission. Your most candid and thoughtful responses are appreciated. The deadline for application to most schools is January 15<sup>th</sup>. This recommendation will remain confidential and will not become part of the student's permanent record.

In what context and for how long have you known the applicant?

What are the first three words that come to mind to describe the applicant?

1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_

What do you feel is this individual's greatest strength?

Where do you see the most room for growth in this applicant?

Please comment on this student's character, citizenship and personality.

In what way(s) has the candidate made significant contributions to your activity and/or community.

Name of student \_\_\_\_\_

Please place check marks at the points that represent your evaluation of the student in comparison to other students in his or her age group with whom you have worked. If you have no fair basis for judgment, do not hesitate to say so.

	One of the top few I have ever encountered	Excellent (top 10% this year)	Good (above average)	Average	Below average	No basis for judgment
Integrity						
Self-Discipline						
Perseverance						
Concern for Others						
Reaction to Criticism						
Respect for Faculty						
Common Sense						
Motivation						
Imagination						
Leadership						
Peer Compatibility						
Sense of Humor						
Self-Esteem						
Independence						
Maturity						
Curiosity						
Responsibility						
Overall Evaluation						

Is the candidate relatively weak or strong in any of the areas above? Anecdotes that show personal qualities are particularly helpful in our application review.

Please add any additional information that will give us a more complete picture of the candidate and his/her ability to contribute to a school environment.

Thank you for taking your valuable time to complete this evaluation. Your reflections are an important part of the student's application. Letters of recommendations, including all information you provide herein, are held in confidence by the school and will not be disclosed to any third parties, including the candidate and his or her family.

\_\_\_\_\_  
Signature Date Title

\_\_\_\_\_  
Printed Name E-mail address

