

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

1737 Main Street • South Windsor, CT 06074

Phone: (860) 291-1200 • Fax: (860) 291-1291 • www.southwindsorschools.org

REQUEST FOR RELEASE OF ACADEMIC RECORDS

STUDENT INFORMATION

Last Name, First Name, Middle Name:

Date of Birth:

Grade Level:

RELEASING SCHOOL INFORMATION

School Name:

School District:

School Address (City, State, Zip):

Phone Number:

Fax Number:

The student noted above has registered for enrollment in South Windsor Public Schools. In accordance with CGS §10-220h, please forward the student's cumulative academic record to the following school within ten (10) days following receipt of this communication:

Eli Terry Elementary School
569 Griffin Road
South Windsor, CT 06074
Phone: (860) 648-5020
Fax: (860) 648-0142

Orchard Hill Elementary School
380 Foster Street
South Windsor, CT 06074
Phone: (860) 648-5015
Fax: (860) 648-0141

Philip R. Smith Elementary School
949 Avery Street
South Windsor, CT 06074
Phone: (860) 648-5025
Fax: (860) 648-5014

Pleasant Valley Elementary School
591 Ellington Road
South Windsor, CT 06074
Phone: (860) 610-0291
Fax: (860) 282-2287

South Windsor High School
School Counseling Department
161 Nevers Road
South Windsor, CT 06074
Phone: (860) 648-5003
Fax: (860) 648-5088

Timothy Edwards Middle School
Guidance Department
100 Arnold Way
South Windsor, CT 06074
Phone: (860) 648-5033
Fax: (860) 474-1522

Pursuant to the parent/guardian authorization provided below, please also include the above-referenced child's health assessment and immunization records with his/her cumulative file.

Please note: If applicable, the request for special education records will be forwarded to your district separately. Please do not include special education records with the academic file.

I, the undersigned parent/guardian, am withdrawing my student from the releasing school and authorizing the transfer and release of my child's academic and health records to the South Windsor school noted above.

Parent/Guardian Signature

Date

(For Office Use Only)

SASID:

Date Received:

Form Faxed/Mailed by:

Date Form Faxed/Mailed:

Records Processed by:

Date Records Received:

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 No How many students in current grade? _____

Does your school use a block of scheduling system? Yes

Are students placed in sections to ability? 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 15th. 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 _____

Recommendation Form

Mathematics 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 15th. 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

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

Next year what math course would be the most appropriate placement for the student? _____

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

Student's Mathematical Background: The courses listed below suggest a sequence typical of the mathematics curriculum in many U.S. secondary schools. If your school does not follow this sequence, please attach your curriculum. Please check those courses or list others which the student will have completed by the end of the current school year.

Grade 6 Standard Connecticut Curriculum

Grade 8 Algebra

Grade 7 Pre-Algebra

Pre-Algebra

Standard Connecticut Curriculum

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
Knowledge of the Basic Skills						
Accuracy in the Use of Basic Skills						
Problem Solving Ability						
Reasoning Ability						
Understanding of and Appreciation for the Underlying Ideas and Concepts						
Effort						
Overall Performance						
Willingness to Accept the Challenge of the More Difficult Problems and Exercises						
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 _____

School address

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 15th. 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

100 Arnold Way, South Windsor, CT 06074
School address

860-648-5033
Telephone