

Summary of Academic Information

Dear School Personnel,

Families who are seeking enrollment at Highland Christian School must provide a Summary of Academic Information from their current school prior to their interview appointment. This Summary of Academic Information should be **completed by a teacher, administrator or guidance counselor** who has direct knowledge of the named student. If you have any questions, please contact me directly at (219) 838-0356 x165. Thank you for your assistance.

Sincerely,



Jodi Lineburg, Development Director/Recruiter

This section should be completed by the parent prior to submitting this Summary of Academic Information form to the current school.

Student Information and Parental Consent for Communication Between Schools

Student Name

(Last Name)

(First Name)

Current Grade

Current Teacher

Parent 1 Name

(Last Name – please print)

(First Name – please print)

Parent 1 Signature

Parent 2 Name

(Last Name – please print)

(First Name – please print)

Parent 2 Signature

Email

Phone #

Date

Section 1. School Official Completing Form

Name/Title

(Last Name)

(First Name)

(Title)

Signature

Email

Phone #

Date

Section 2. Attendance Record

How many days was this student absent this year? _____

How many days was this student tardy this year? _____

How would you classify these absences/tardiness? _____

Routine?

Unusual?

Extraordinary?

(Turn over for Sections 3 – 5)

Section 3. Social Development

	Excellent	Good	Fair	Poor	Comments
Conduct					
Relationship with Peers					
Relationship with Adults					
Emotional Maturity					
Motivation to learn					
Ability to work in a group					
Ability to work independently					
Class preparation/participation					

Section 4. Academic Development

Please evaluate the applicant in the following areas and make brief comments with regard to observable patterns.

• **Classwork:** Weak Fair Good Excellent Exceptional
 (Attention span, study habits, quality of work, contributions to class, and achievement relative to potential)

• **Math** Weak Fair Good Excellent Exceptional
 (Computation, conceptualization, problem solving)

• **Reading** Weak Fair Good Excellent Exceptional
 (Decoding skills, comprehension, fluency)

• **Language Arts** Weak Fair Good Excellent Exceptional
 (Comprehension, follows directions, oral expression, written expression, vocabulary)

Section 5. Special Concerns

Are there any diagnosed learning disabilities? YES NO If yes, please explain below.

Are there any suspected learning difficulties? YES NO If yes, please explain below.

Are there any other unresolved family, financial, or disciplinary issues? YES NO If yes, please explain below.

Thank you for your time, cooperation and attention with regard to this academic summary. The information you have provided will be kept in confidence and used only by the Admissions Committee.