

Lower School
Middle School
Preschool–Grade 8
5000 Clubside Road
Lyndhurst, Ohio 44124
(440) 423-2950
(440) 423-2959 Fax

HawkenSchool

SCHOOL REPORT

Grades 6 - 12

Upper School
Grades 9–12
P.O. Box 8002
Gates Mills, Ohio 44040
(440) 423-2955
(440) 423-2973 Fax

To the Applicant:

Complete this section, have your parents sign the Release of Records Authorization section, and then give this form to a current school official — principal, head or counselor. Please provide a stamped envelope addressed to the appropriate Hawken Admission Office.

Applicant's name _____ Present grade _____

Name of school _____ District _____

Applying for admission to grade _____ in 20 _____

To guarantee consideration this form must be returned to the admission office by:

December 5 February 20 April 15

To the Parents:

Please sign this Release of Records Authorization before this form is taken to your child's school.

I give permission for you to release my child's school records to Hawken School. I understand that the records will include academic reports and grades, standardized test results and other pertinent school information which is a part of my child's school file.

Signed _____ Relationship to Child _____

Please include a **TRANSCRIPT** of the applicant's school record, including:

- Grades to date in current subjects
- Grades for the previous year
- Most recent standardized test scores

To the Principal or Counselor:

The student named above is applying to Hawken School and requesting that you complete this recommendation form. We are interested in your estimation of the applicant's academic performance, intellectual promise and personal qualities. If you would prefer to write a letter of recommendation for this student, rather than using our form, please feel free to do so. The completed form or a letter attached to the form should be returned directly to Hawken by the date indicated above. We are aware of how much time forms of this sort require, and we sincerely thank you for the help your judgments will provide. Your statement will become part of our confidential admission files to be used by those involved in our admission decision process. At no time will the applicant have access to it.

(over)

- 1) List the school activities in which the applicant has participated in the last two years, and indicate the level of involvement (e.g. Tennis, B Team, First Singles, Captain).

Activity _____

Activity _____

Activity _____

- 2) Name any awards or recognitions of distinction which the applicant has received.

- 3) If the applicant is receiving any special personal IEP and/or academic support at your school (tutoring, counseling, medical, etc.), please specify and explain.

- 4) Please comment on the applicants strengths and weaknesses, both academically and personally.

- 5) The applicant has attended your school for _____ (years/months), beginning ____/____/____

Length of time acquainted with the applicant? _____

Name _____ Position _____
(Please print or type)

School _____

Address _____

City _____ State _____ Zip _____ Phone _____

Signature of school official _____ Date _____

Please include a **TRANSCRIPT** of the applicant's school record, including:

- Grades to date in current subjects
- Grades for the previous year
- Most recent standardized test scores

Please send me information on Hawken School