



Transcript and Record Release Form

Note: Please submit this directly to your child's current school or teacher

Dear School Administrator,

My child, _____, is an applicant for admission at The Co-op School. I hereby authorize the release of my child's school records to The Co-op School.

Additionally, I request that his/her current teacher, _____, fill out the enclosed confidential recommendation form.

Please mail to: The Co-op School

c/o Meredith Gray
87 Irving Place
Brooklyn, NY 11238

I understand that all information shared with The Co-op School will be kept strictly confidential and I hereby waive my right to see any teacher reports or recommendations.

Parent/Guardian Name: _____

Parent/Guardian Signature: _____

The Co-op School does not discriminate on the basis of race, color, creed, or national or ethnic origin. The roster is made based on school and community needs. Spots are first reserved for current Co-op students and then for siblings. Once current students and their siblings have been placed, we then begin to take applicants from our wait pool. Applicants are selected based on classroom needs and selection is made with thoughtful consideration of the classroom dynamic and community, including class balance in terms of age and gender.



Teacher Recommendation Form

To the Teacher:

Thank you for taking a few moments to share your thoughts on this applicant's abilities and motivation. As a teacher, you can help us understand if this applicant is a good fit for The Co-op School. In addition to describing the applicant's abilities, we ask that you also complete a short grid as well. Your comments will become part of the student's admissions file and will remain confidential. Please return this form by February 1st. Thank you for your assistance. If you have any questions, please email: meredith@thecoopschool.org

Teacher(s) Name: _____

Teacher(s) Telephone: _____

Teacher(s) Email: _____

In the space below, briefly describe the applicant with particular attention to personal character, learning style and participation within your classroom and school community. You may attach additional sheets if necessary.

Please check the box that best describes the applicant, adding comments whenever possible.

Student's Social/Emotional Development

	Excellent	Good	Fair	Needs Work	Comments
Sense of responsibility					
Consideration for others					
Peer relationships					
Emotional maturity					
Self- confidence					
Self-control					
Relationship with adults					

Please check the box that best describes the applicant, adding comments whenever possible.

Student's Academic Performance

	Excellent	Good	Fair	Needs Work	Comments
Self-motivation					
Organization					
Attention span					
Oral expression					
Asks for help when needed					
Ability to work in a group					
Ability to work independently					
Perseverance					
Attendance					

Teacher's signature _____

Date _____

Thank you so much for your time and support of the applicant. Your input is very helpful and will be kept strictly confidential.

Please send directly to: The Co-op School: Attention Meredith Gray
 87 Irving Place
 Brooklyn, NY 11238