



Elementary School Application 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 email to: Jenna Vitale at Jennav@thecoopschool.org

or

Mail to: The Co-op School
Attn: Jenna Vitale
644 Gates Avenue
Brooklyn, NY 11221

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.



Elementary School Application Teacher Recommendation Letter & Checklist

Teacher's Name: _____

Teacher's Telephone: _____

Teacher's Email: _____

Student being recommended: _____

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. Please return as soon as possible. Thank you for your assistance.

- **Letter** - Briefly describe the applicant with particular attention to personal character, learning style, and participation within your classroom and school community.
- **Checklist** - In addition to describing the applicant's abilities, we ask that you also complete a short checklist as well. Your comments will become part of the student's admissions file and will remain confidential.

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Student being recommended: _____

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					

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 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.