



# Saint Michael Catholic School

3703 Stone Lakes Drive Louisville, KY 40299 | Phone 502.267.6155 | FAX 502.267.1652

## TEACHER EVALUATION REPORT for admission to Grades 1-8

**To the parent/ guardian:** As part of the admissions process for Saint Michael Catholic School, we request an evaluation from the applicant's current teacher. This form must be submitted in order to complete the application process. Please fill in and sign the top part of this form and then give it to your child's teacher, along with a stamped envelope. **All evaluations are confidential and must be mailed directly to us from the school.**

Child's name \_\_\_\_\_ Date of birth \_\_\_\_\_ Applying to grade \_\_\_\_\_

*For the child named above, I give permission for you to release the information on this form to Saint Michael School and understand that I will not have access to this confidential information. In addition, I permit my child's current school staff to speak with any inquiring admission staff. All communication between schools will remain confidential and I will not have access to the content of any conversation.*

Name of parent/ guardian (please print) \_\_\_\_\_ Date \_\_\_\_\_

Signature of parent/ guardian \_\_\_\_\_

**To the Teacher:** It is very important to all of us that this child's next school placement be the most appropriate one for both the student and his/ her family. We very much appreciate you taking the time to give us an evaluation of this student's emotional, social, and academic readiness for our program. Your observations will be held in the strictest confidence. Thank you very much for your assistance.

How long have you known this child? \_\_\_\_ years \_\_\_\_ months

What three words come to mind when describing this child?

\_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

**For each item in the table below, please check the most developmentally-appropriate description of the child.**

Personal Characteristics	Needs Improvement	Emerging	Noticeably Developing	Age-Appropriate Consistent	Advanced
Motivation/Effort					
Ability to work in groups					
Works independently					
Class conduct					
Respect for teachers					
Relationship with peers					
Demonstrates self-control					

Stays on task					
Maturity					
Seeks advice/help when needed					

Additional Comments:

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For each item in the table below, please check the most developmentally-appropriate description of the child.

Academic Qualities	Needs Improvement	Emerging	Noticeably Developing	Age-Appropriate Consistent	Advanced
Participation in discussions					
Ability to express ideas orally					
Ability to express ideas in writing					
Follows directions					
Prepared for class					
Attention span					
Uses time wisely					
Academic performance					

Additional Comments:

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For each item in the table below, please check the most developmentally-appropriate description of the child.

Family Information	Did not observe	Rarely	Sometimes	Usually	Consistently
Has realistic expectations for child					
Communicates openly with school					
Follows policy and rules					
Cooperates with teachers					
Follows through with school recommendations					
Participates in school activities					
Is punctual with drop off and pick up procedures					

Additional Comments:

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**Please feel free to add further narrative on additional page(s) if desired. Please attach all pages before mailing/scanning.**

Form completed by (print name) \_\_\_\_\_ Position \_\_\_\_\_

Your signature \_\_\_\_\_ Date \_\_\_\_\_

School Name \_\_\_\_\_

School Phone: \_\_\_\_\_ Director/ Principal's Name: \_\_\_\_\_

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**Please return this form directly to:**

**St. Michael School  
Attn: Admissions  
3703 Stone Lakes Drive  
Louisville, KY 40299**

**Or [kwilkins@stmichaellouisville.org](mailto:kwilkins@stmichaellouisville.org)**