

Instructions for Completing the Ninth Grade Applicant Record

- The Ninth Grade Applicant Record is a very important part of the admissions process.
- Be sure to read the accompanying listing describing, in general, the secondary schools of the Archdiocese of Newark and the Diocese of Paterson.
- Parents should accompany students to Open House programs and read school literature before selecting three (3) high school choices. Remember, the testing site has no bearing on school choice.
- The Ninth Grade Applicant Record form can be downloaded from the home page of the COOP Website (www.coopexam.org) and printed, or cut from the Student Handbook (page 15). Parents are requested to complete the first section of this form before submitting it to the student's eighth grade teacher, counselor, or principal who will complete the remaining three sections. Upon completion, a *school official* will make copies of the forms and mail them to the high schools indicated. These forms must be received by the designated high schools by **December 2, 2016**.
- For Catholic school students, your elementary school teacher or counselor **must** complete the Ninth Grade Applicant Record. **The elementary school will forward copies of the Ninth Grade Applicant Record to your three high school choices.**
- Public, private, and non-diocesan students **must** provide a Ninth Grade Applicant Record to their school principal or guidance counselor for completion and signature. Upon completion, a *school official* should mail them to the high schools indicated. These forms should be received by the designated high schools **by December 2, 2016**.

It is important that high schools receive the final grades pertaining to Grade 6 and Grade 7, the first quarter or trimester grades for Grade 8, all standardized testing results, conduct, effort, and attendance assessments.

- If more specific information is needed for any of the schools, you may call the high schools directly. See Participating High Schools, Code Numbers, and Telephone Numbers on pages 19 and 20 of the Student Handbook.
- **DO NOT return the Ninth Grade Applicant Record to MCS.**

DO NOT RETURN TO MCS.

Archdiocese of Newark ❖ Diocese of Paterson
NINTH GRADE APPLICANT RECORD

PERMISSION FOR RELEASE OF RECORDS

Type or use ballpoint pen.

I, _____, formally request from _____

Signature of parent/guardian

Name of current school

_____ - _____ - _____ that a copy of

City or Town

Telephone

the cumulative records, grades 6-8, and a **transcript of all standardized test scores** for the student named below be sent as soon as possible after the first marking period to the three high schools listed below.

STUDENT INFORMATION

Parent / guardian email address

Last Name First Name Middle Initial Male Female

Number and Street Address City or Town State Zip Code

Date of Birth Home Phone Parish

Present School City or Town School Phone

THESE HIGH SCHOOL CHOICES MUST CORRESPOND WITH THE CHOICES MADE ON YOUR ADMISSION FORM.

Table with 3 columns: First Choice High School Name and Complete Address, Second Choice High School Name and Complete Address, Third Choice High School Name and Complete Address. Includes checkboxes for Sibling/Parent Attended.

SCHOOL RECORD INFORMATION

Table with columns for Subject (Religion, Reading, Language Arts, Mathematics, Social Studies, Science, Computer Education, Foreign Language), Grade 6, Grade 7, Grade 8 (1st marking period), General Academic Ability, Effort: Grade 8, Conduct: Grade 8, Attendance: Days Absent, and Academic Code.

☐ Please call me for more information. _____ - _____ - _____
Comments of Grade 8 teacher and/or principal: _____

Date

Principal's Signature

Due to each of the high schools at the end of the 1st marking period. Do not return to MCS.