

# 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](http://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, 2011**.
- 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, 2011**.

**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. Press firmly while writing on a hard, flat surface. Carbon paper is not needed.*

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**

<i>Last Name</i>	<i>First Name</i>	<i>Middle Initial</i>	<i>Male</i>	<i>Female</i>	
<i>Number and Street Address</i>		<i>City or Town</i>		<i>State</i>	<i>Zip Code</i>
<i>Date of Birth</i>		<i>Home Phone</i>		<i>Parish</i>	
<i>Present School</i>		<i>City or Town</i>		<i>School Phone</i>	

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

First Choice High School Name and Complete Address	Second Choice High School Name and Complete Address	Third Choice High School Name and Complete Address
Sibling/Parent Attended: Yes <input type="checkbox"/> No <input type="checkbox"/>	Sibling/Parent Attended: Yes <input type="checkbox"/> No <input type="checkbox"/>	Sibling/Parent Attended: Yes <input type="checkbox"/> No <input type="checkbox"/>

**SCHOOL RECORD INFORMATION**

Subject	Grade 6	Grade 7	Grade 8 <i>(1st marking period)</i>	General Academic Ability	Academic Code
Religion				Above Average <input type="checkbox"/>	A+ 96-100
Reading				Average <input type="checkbox"/>	A 93-95
Language Arts				Below Average <input type="checkbox"/>	B+ 89-92
Mathematics				<b>Effort: Grade 8</b>	B 85-88
Social Studies				Outstanding <input type="checkbox"/>	C+ 80-84
Science				Satisfactory <input type="checkbox"/>	C 75-79
Computer Education				Improvement Needed <input type="checkbox"/>	D 70-74
Foreign Language				Unsatisfactory <input type="checkbox"/>	F Below 70
				<b>Conduct: Grade 8</b>	N Not Applicable
				Outstanding <input type="checkbox"/>	
				Satisfactory <input type="checkbox"/>	
				Improvement Needed <input type="checkbox"/>	
				Unsatisfactory <input type="checkbox"/>	
				<b>Attendance: Days Absent</b>	
				Grade 6 _____	
				Grade 7 _____	
				Grade 8 _____	

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.**