



VILLA VICTORIA ACADEMY

376 West Upper Ferry Road • Ewing, NJ 08628 • 609-882-1700 • www.villavictoria.org

TRANSCRIPT REQUEST FORM

Parents: Please complete and sign the top portion of this form and give it to the principal, headmaster, or guidance counselor at your daughter's present school.

Applicant's Name _____ Date of Birth _____

Present School _____ Grade _____

I hereby authorize my child's school to release the information listed below to Villa Victoria Academy. I understand that any information released will be confidential between the sending school and Villa Victoria Academy. I agree not to seek access to confidential recommendation and evaluation materials before or after the admissions decision is made.

Signature of Parent or Guardian _____ Date _____

School Official: This student has applied for admission to Villa Victoria Academy. Please sign and return this form to the Director of Admissions, along with the following documents:

- Complete academic transcript and attendance records, including the most recent quarter
- Results of standardized testing
- Results of individual testing such as that conducted by the child study team or school psychologist

Please rate the following attributes on a scale of 1-5:

5-One of the top 10% I have encountered	4-Excellent	3-Good	2-Average	1-Below Average	N-No Basis for Judgment
_____ Academic Potential	_____ Ability to Work		_____ Concern for Others		_____ Respect Accorded by
_____ Academic Achievement	_____ Independently		_____ Honesty/Integrity		_____ Faculty
_____ Intellectual Curiosity	_____ Creativity		_____ Self-esteem		_____ Respect Accorded by Peers
_____ Effort/Determination	_____ Willingness to Take		_____ Maturity (relative to age)		_____ Emotional Stability
_____ Organization	_____ Intellectual Risks		_____ Responsibility		

Please share any additional information about this applicant that you feel would be helpful to the admissions committee.

Name _____ Title _____

Work Phone _____ Work Email _____

Signature _____ Date _____