

# Radford School

## Application Procedures

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All of the following items will need to be received by the Admissions Office along with the required application fee of \$50.00 before an application will be considered ready to review.

- **Application/Biographical Information** – Required of all applicants.
- **Student Project and Writing Sample** – To be completed in the student's own handwriting on the form provided for students in grades 2<sup>nd</sup> through 12<sup>th</sup>.
- **Parent's Statement** – To be completed by the parents or guardians, providing perspectives on their son or daughter.
- **Student Transcript and School Report** – Request for transcript forms need to be given to the student's current school principal, school head, or guidance counselor with postage on the provided envelope. This information must be received by mail directly from the issuing institution. *All students applying for grades 2 – 12 must provide transcripts that include all courses and grades for the prior two years. \*Readiness testing will stand in place of Student Transcript information in grades PK through 1<sup>st</sup>.*
- **Teacher Recommendations** – Teacher recommendations are required in grades 1 - 12. For students applying for 1<sup>st</sup> - 7th one recommendation is required of the homeroom teacher and another is to be submitted by a teacher of their choice. Students applying for grades 8 - 12 must submit three recommendations, one each from their current math and English teachers and one from a current teacher of their choice. These forms must be received in the mail directly from the teacher.
- **Shot Record** – A shot record showing all vaccinations must be on file for all applicants.
- **Birth Certificate** – A copy of the birth certificate is required of all applicants.

In addition to the above forms and documents, the following activities will also be necessary as part of the Admissions Committee Review Process.

- **Campus Tour** – Families are encouraged to schedule a visit to Radford School either prior to or shortly after submitting an application for admission. Arranging your on-campus tour during the time that school is in session allows your child to take part in student guided tours as well as an opportunity to attend and observe classes.

# Radford School

## Application Procedures Con't.

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- **Formal Interview** – Students will visit with the Admissions Committee, Executive Director, or one of the Director's designated representatives prior to admission. Students in grades 6 and below will be required to have a parent or guardian present during this interview.
- **Readiness Testing (Grades Pre-Kinder and Kindergarten)** – Students requesting admission to the Developmental Readiness Program (must obtain 3 years of age by Sept. 30<sup>th</sup>), Pre-Kindergarten Program (must obtain 4 years of age by Sept. 30<sup>th</sup>) or the Kindergarten Program (must obtain 5 years of age by Sept. 30<sup>th</sup>) will need to complete readiness testing in order for the Admissions Committee to determine acceptance and appropriate placement. An appointment for testing may be made by contacting the school office.
- **Standardized Testing (Grades 2<sup>nd</sup> – 12<sup>th</sup>)** - All applicants in grades 2 – 12 will be required to complete standardized testing as follows:

<b>Grades 2<sup>nd</sup> – 6<sup>th</sup></b>	ITBS, TAAS, CAT or other achievement test
<b>Grades 7<sup>th</sup> – 10<sup>th</sup></b>	PSAT or SSAT (Secondary School Admissions Test)
<b>Grades 11<sup>th</sup> – 12<sup>th</sup></b>	PSAT, SAT, or ACT

Please note: Registration deadlines for the SSAT, PSAT, SAT and ACT come up well in advance of the test dates. Students who do not have the required testing completed by beginning of school may be accepted provisionally but will be subject to further review on receipt of the scores.

***If you have any questions or if you require further information, please do not hesitate to contact the school office (915) 565-2737.***

# Radford School

## Application Checklist

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The following items must be completed in order for an application to be considered complete:

\_\_\_ Application Form

\_\_\_ Parent's Statement

\_\_\_ Request for Student Transcripts Form

\_\_\_ Teacher Recommendation Forms - mailed direct from teachers (Grades 1 - 12)

\_\_\_ Student Project Folder (Grades 2 - 12)

If you have any questions or concerns while completing this packet, please do not hesitate to contact the school office (915) 565 - 2737 or Fax (915) 565 -2730. All materials should be sent to:

**Admissions Committee  
Radford School  
2001 Radford Street  
El Paso, Texas 79903**

# Radford School

## Parent / Guardian Statement

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Applicant's Name \_\_\_\_\_ Applying for Grade \_\_\_\_\_

Name of Parent(s) or Guardian(s) completing this form:

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Radford School believes that parents are the first and foremost educators of their children. Even as their children enter formal schooling, the role that parents play is crucial. Please assist us in this application process by helping us learn more about your child. Please write a statement that provides us with an accurate sense of your son or daughter. What should we know about him or her? What are his or her academic, personal, and extracurricular strengths and weaknesses? What are your expectations for your child in the school years to come? What are your expectations as parents/guardians for Radford School? You may write or type on either side of this sheet or you may attach a separate page.

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Has your child ever received or been referred for special services, counseling and/or testing by any of his/her previous schools? (i.e. for gifted and talented, honors programs, remedial tutoring, behavioral, Counseling, etc.) Yes / No (*Circle one*)

If yes, please explain. \_\_\_\_\_

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Has your child ever received disciplinary sanctions from the administration of any previous school?  
Yes / No (*Circle one*)

If yes, please explain. \_\_\_\_\_

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I, as parent or guardian of the child applying, certify that the information submitted with this packet is complete and correct to the best of my knowledge. If my child's application is accepted, he/she agrees to abide by the policies and procedures of the school as stated in the student handbook. I authorize Radford School to verify any information contained in this application packet. I further understand that information contained herein will be used in determining the acceptance of my child and that submission of false information is grounds for rejection of the application, withdrawal of an offer of acceptance, or cancellation of enrollment. I also understand that all fees and/or tuition paid are non-refundable.

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*Name of Parent or Guardian Please Print*

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*Signature*

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*Date*

# Radford School

## Application for Admission

Please attach a recent photo in this space (optional).

Please submit this form along with the application fee of \$50. Please refer to the Application Procedures page to ensure that all supporting documents and forms are sent to the Admissions office as well. All documentation may be sent to: **Admissions Committee, Radford School, 2001 Radford Street, El Paso, Texas 79903**

Full Legal Name \_\_\_\_\_ SSN \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_  
*Last First M.I.*

Preferred Name \_\_\_\_\_ Gender \_\_\_\_\_ Date of Birth \_\_\_\_\_  
*Month/Day/Year*

Age \_\_\_\_\_ Current Grade \_\_\_\_\_ Candidate for Grade \_\_\_\_\_ Entering in \_\_\_\_\_ of 20 \_\_\_\_\_  
*Month*

Permanent Address \_\_\_\_\_  
*Number Street Apt #*

\_\_\_\_\_ City State Zip Country

Home Phone \_\_\_\_\_ Fax \_\_\_\_\_ E-mail \_\_\_\_\_

Current School \_\_\_\_\_ Years Attended \_\_\_\_\_

School Address \_\_\_\_\_  
*Number Street City State Zip Country*

Phone (\_\_\_\_) \_\_\_\_\_ Fax (\_\_\_\_) \_\_\_\_\_ E-mail \_\_\_\_\_

The above school is: \_\_\_ public \_\_\_ independent \_\_\_ parochial

Names and locations of other schools attended in the last 2 years

\_\_\_\_\_ Dates \_\_\_\_\_ / \_\_\_\_\_

\_\_\_\_\_ Dates \_\_\_\_\_ / \_\_\_\_\_

Friends and relatives who have attended Radford School \_\_\_\_\_

How did you hear about Radford School? \_\_\_\_\_

Father or Male Guardian:

Name \_\_\_\_\_

Employer \_\_\_\_\_

Occupation \_\_\_\_\_

Bus. Phone \_\_\_\_\_

Bus. Address \_\_\_\_\_

Cell Phone \_\_\_\_\_

E-mail \_\_\_\_\_

Home Address \_\_\_\_\_

Relationship (if other than father) \_\_\_\_\_

Degrees \_\_\_\_\_

Colleges Attended \_\_\_\_\_

Mother or Female Guardian:

Name \_\_\_\_\_

Employer \_\_\_\_\_

Occupation \_\_\_\_\_

Bus. Phone \_\_\_\_\_

Bus. Address \_\_\_\_\_

Cell Phone \_\_\_\_\_

E-mail \_\_\_\_\_

Home Address \_\_\_\_\_

Relationship (if other than mother) \_\_\_\_\_

Degrees \_\_\_\_\_

Colleges Attended \_\_\_\_\_

Student lives with:  Both parents  Mother  Father  Other (explain) \_\_\_\_\_

Information and grade reports should be mailed to:

Both parents  Mother  Father  Other (explain)

Address and name if other \_\_\_\_\_

Please list other children in your family:

Name	Birthdate	School	Age
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

# Radford School

Confidential Teacher Evaluation Form  
English Grades 6 - 12

The student named below is a candidate for admission at Radford School. Information which does not appear on test scores or school records is helpful in enabling us to evaluate the candidate. Your input as to the student's needs and abilities will aid us in our admission decision. We will treat this information as confidential. Thank you for taking the time to help us in this matter. Please return this form to: **Executive Director, Radford School, 2001 Radford Street, El Paso, Texas 79903 (Phone: 915-565-2737, Fax: 915-565-2730)**

\_\_\_\_\_ is an applicant for grade \_\_\_\_ in 20\_\_\_\_  
*Last Name* *First* *Mi.*

English Proficiencies	Below Average	Average	Above Average
Reading at grade level			
Using proper sentence structure			
Constructing a proper paragraph			
Organizing ideas effectively in written work			
Reading for comprehension			
Constructing complex writings using multiple concepts			
Understanding and applying basic literary terms			
Editing their writing for usage, grammar, spelling and mechanical errors			

Personal Qualities	Below Average	Average	Above Average
Intellectual Curiosity			
Creativity			
Motivation			
Self-discipline			
Study habits			
Concern for others			
Cooperation			
Enthusiasm			
Integrity			

Personal Qualities	Below Average	Average	Above Average
Sense of service			
Manners			
Maturity			
Responsibility			
Self-confidence			
Attendance			
Leadership			
Initiative			
Emotional stability			

English Grades 6- 12, Additional Comments:

1. How long have you known the applicant? \_\_\_\_\_
2. What is your school's sequence of English courses? \_\_\_\_\_  
\_\_\_\_\_
3. How many years of English are required to graduate? \_\_\_\_\_
4. In what courses have you taught the applicant? \_\_\_\_\_
5. Are there any topics in an English curriculum with which you would expect this student to have difficulty? If yes, please explain why.  
  
\_\_\_\_\_
6. Please provide any unusual accomplishments or personal circumstances of which of which we should be aware in order to know this student well.  
  
\_\_\_\_\_
7. We strongly encourage you to add any information that will allow us to assess this applicant's candidacy as fairly as possible. Your general perspective or impression of the student is very helpful in the admissions process. Please feel free to attach a separate letter.  
  
\_\_\_\_\_  
\_\_\_\_\_

***Recommendation Summary***

Highly recommended                       Recommended  
 Recommended with reservation             Not recommended

If recommended with reservation or not recommended, please explain why.

\_\_\_\_\_  
\_\_\_\_\_

Name \_\_\_\_\_ Title \_\_\_\_\_

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

School Address (if not in El Paso) \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

*Thank you for your help in the evaluation of this candidate.*

# Radford School

Confidential Teacher Evaluation Form  
Mathematics Grades 6 - 12

The student named below is a candidate for admission at Radford School. Information which does not appear on test scores or school records is helpful in enabling us to evaluate the candidate. Your input as to the student's needs and abilities will aid us in our admission decision. We will treat this information as confidential. Thank you for taking the time to help us in this matter. Please return this form to: **Executive Director, Radford School, 2001 Radford Street, El Paso, Texas 79903 (Phone: 915-565-2737, Fax: 915-565-2730)**

\_\_\_\_\_ is an applicant for grade \_\_\_\_ in 20\_\_\_\_  
*Last Name* *First* *Mi.*

<b>Mathematics Proficiencies</b>	<b>Below Average</b>	<b>Average</b>	<b>Above Average</b>
Computational ability with whole numbers			
Computational ability with fractions and mixed numbers			
Computational ability with percents and decimals			
Application of previously learned concepts in problem solving			
Exhibits novelty and creativity in problem solving			
Deals well with abstract concepts			
Is confident in math			
Ability in using geometric concepts in problem solving			
Has achieved consistent with ability			
Ability in using algebraic concepts and equations in problem solving			

<b>Personal Qualities</b>	<b>Below Average</b>	<b>Average</b>	<b>Above Average</b>
Intellectual Curiosity			
Creativity			
Motivation			
Self-discipline			
Study habits			
Concern for others			
Cooperation			
Enthusiasm			
Integrity			

<b>Personal Qualities</b>	<b>Below Average</b>	<b>Average</b>	<b>Above Average</b>
Sense of service			
Manners			
Maturity			
Responsibility			
Self-confidence			
Attendance			
Leadership			
Initiative			
Emotional stability			



# Radford School

Student Project Grades 7 - 12

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Applicant's Name \_\_\_\_\_ Applying for Grade \_\_\_\_\_

At the end of this application, you will be asked for a writing sample. The admissions committee, however, is interested in learning more about you as a person. Please take a few minutes to answer the following questions:

Radford School believes that each person has special talents or gifts. What are some of your special attributes?

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McDonald's is famous for their Golden Arches (a flowing yellow M). A professional firm designed that logo. Design a personal logo for yourself and draw it in the space provided.

Honesty, loyalty, perseverance, and fairness all describe a person with strong character. There are many other qualities that also describe a person of strong character. Choose one of the adjectives mentioned, or another characteristic not mentioned, and tell us why you think that characteristic is essential.

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Please describe one enjoyable aspect of your home and tell why it is special to you.

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# Radford School

## Writing Sample Grades 7 - 12

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Prompt: Choosing one of the quotes listed below, write a short essay (2 pages or less) using well organized paragraphs to explain what you think the quote is saying and how it relates to you personally.

1. **Oscar Wilde: “Experience is the name everyone gives their mistakes.”**
2. **Rene Descartes: “It is not enough to have a good mind; the main thing is to use it well.”**
3. **“Learning a child’s profession; the schoolhouse a child’s place of work.”**

Use the prewriting section of this form to organize your thoughts before writing this essay. Your prewriting is a vital component of the assessment.

**Prewriting:**



