



**Confidential Administrative Recommendation Form
Applicants for St. Mark School**

- 2017-2018
- 2018-2019
- 2019-2020

Parents: Please complete the top portion of this form before giving it to your child’s administrator (School Director/Principal/Head of School).

Applicant’s Name: _____ Candidate for _____ grade in Fall, 20____.

Current School: _____ School Telephone: _____

School Administrator Email Address: _____

St. Mark School is a TK-8 grade Catholic elementary school located in Venice, CA. and is part of the Archdiocese of Los Angeles. We welcome children and families of all faiths who are interested in the academic philosophy of our school. While we pride ourselves on our academic program, our goal is to help our children become active and confident learners who respect themselves and their peers. Our students are engaged in learning religious studies, literature, mathematics, science, music, art, physical education and technology. We want our graduates to have the academic and spiritual foundation to become responsible and involved citizens with well-informed community and global perspectives, and who will excel at the high school of their choice. SMS is a nondiscriminatory school open to all children ages 4-14. We offer multiple co-curricular opportunities for students athletically and in other areas.

NAME AND TITLE OF PERSON COMPLETING THIS FORM: _____

How long have you known this applicant and in what capacity? _____

RECOMMENDATION:

Please comment upon the following areas: attendance, behavior, developmental readiness for the grade to which the student is applying, and parental involvement. In thinking about the student please include relevant information about this child as a learner and any additional support that might be needed for this child to succeed.

Your comments will be used solely to evaluate this student for admission and will be kept completely confidential and will not become a permanent part of the student’s record. We appreciate and thank you for taking the time to complete this form.

Please return within two weeks of application submission. This form can be submitted in the following ways:

- Mail to St. Mark School, 912 Coeur d’Alene Avenue, Venice, CA 90291 Phone: (310) 821-6612
- Email as a pdf to admission@stmarkschool.com
- You can obtain this form on-line at www.stmarkschool.com

Should you need additional space do not hesitate to attach a word document letter.