**Recommendation Form**

Applicant’s Name: ____________________________ Applying for Grade: ______________

*To the Applicant:* Please print your name in the space above and give this form to the respondent.

*To the Respondent:* The above student has applied for admission to Saint Ann School, a Catholic, elementary school for boys and girls in Pre-K - 8th Grade. Saint Ann School seeks boys and girls of strong moral character and who have a love of service to others. Your help in our evaluation of this applicant will be greatly appreciated and the information provided will be kept in strict confidence.

How long have you known the applicant? _____ In what capacity? ______________________________

Please evaluate the applicant in the following areas:

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<tr>
<th>ACADEMIC QUALITIES</th>
<th>Excellent</th>
<th>Good</th>
<th>Average</th>
<th>Fair</th>
<th>Poor</th>
<th>No Observation</th>
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<td>Study Habits</td>
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<td>Classroom Participation</td>
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<td>Classroom Behavior</td>
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<td>Quality of Assignments</td>
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<td>Attentiveness in Class</td>
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<td>Academic Potential</td>
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<td>Extracurricular Involvement</td>
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<th>PERSONAL QUALITIES</th>
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<th>Average</th>
<th>Fair</th>
<th>Poor</th>
<th>No Observation</th>
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<td>Self-Image</td>
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<td>Concern for Others</td>
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<td>Respect for Property</td>
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<td>Responsibility</td>
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<td>Relation to Teachers/Adults</td>
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<td>Personal Integrity</td>
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In what ways would the applicant be an asset to Saint Ann School?

Are there any problems involving the applicant to which we should be alerted?

Please indicate whether there is information that can be better conveyed by telephone. □ Yes □ No

Please indicate to what degree you recommend the applicant.

Enthusiastically □ Confidently □ With Reservation □ Do Not Recommend □

If the recommendation is “With Reservation” or “Do Not Recommend,” please explain below:

Respondent’s Name: _________________________________________________________________

School Name and Address: ____________________________________________________________

Daytime Telephone: (_______)________________________________________________________

Signature: ______________________________ Date: ______________________

Title, or Relationship to Applicant: _____________________________________________________

Please forward to:   Mrs. Anna Rumfola
                      Saint Ann School
                      5105 Charlotte Avenue
                      Nashville, TN 37209
The following items are required to complete the admissions process for the Hand in Hand Option Program (HIHOP) at Saint Ann School:

**1. Hand in Hand Option Program Application for Admission**—Applicant must complete an application.

**2. Application Fee**—A $225.00 fee must be submitted with the application. Please make checks payable to Saint Ann School Hand in Hand Option Program.

**3. Report Card**—A copy of the applicant’s previous year-end report or most recent report card are required.

**4. Individualized Education Plan (IEP) or 504 Behavior Plan**—A copy of the applicant’s most recent IEP or 504 Behavior Plan is required. Also, please provide a disclosure of all educational devices currently being used by your child and your disclosure of your child’s primary means of communication.

**5. Psychological Evaluation Report and Eligibility Report**—A copy of the applicant’s most recent psychological evaluation report(s) and eligibility report are required.

6. Teacher Recommendations—Two recommendations are required. One recommendation should come from the applicant’s current special education teacher. The other recommendation should come from one of the applicant’s current general education teachers. Each teacher should complete the Recommendation Form and return it directly to Saint Ann School.

7. Parent Meeting and Campus Visit—Applicants will be scheduled for a meeting with the Principal and HIHOP Coordinator.

8. On-Site Visit—The HIHOP Director will schedule at least one day to visit the applicant at his or her current school.

9. Student Day Visit—A shadow day to visit Saint Ann School for the day will be coordinated with the HIHOP Coordinator following the parent/student interview.

**9. Immunization Record**—A current immunization record is required for admission and must contain the following:
   - For a child in K-6th: The immunization certificate must have section D, complete K-6th checked.
   - For a child in 7th and above: The immunization certificate must have section E, complete for 7th grade or higher checked.

10. Medical Examination Form—A medical examination is required for admission. The medical examination must be dated after May 1, 2020.

11. Work Samples—At least 2 work samples in the following areas: math, writing, and language arts, completed by the student that reflect day to day performance. (Example: student completed worksheets)

Instructions:
**Please mail items 1, 2, 3, 4, 5 and 9 to Saint Ann School, ATTN: HIHOP, 5105 Charlotte Avenue, Nashville, TN 37209**
2020-2021 Hand in Hand Option Program Enrollment Contract

Name of Student: _____________________________________________________________________________

Grade in 2020-21 (please circle): Pre-K Kindergarten 1 2 3 4 5 6 7 8

Date of Birth: ______________ Age: ___________

School of Current Enrollment: _____________________________________ Phone: ______________________

School Address: _________________________________________________ City: ______ State: ____ Zip: ______

Name of Mother: _____________________________________________________________________________

Address: ___________________________________________________________________________________

Cell Phone: ____________________________ Work Phone: ________________________

☐ Check here if address for mom & dad is the same. If divorced, who has custody? ______________________

Name of Father: ________________________________________________________________

Address: __________________________________________________________________________________

Cell Phone: ____________________________ Work Phone: ________________________

Person Responsible for Tuition Name and Email:___________________________________________________

Catholic Parish (If applicable): __________________________________ Pastor: ________________________

Parish Address: _____________________________________________________________ Church of Baptism ____________

Emergency Contact, if parents cannot be reached: Name, phone, relationship:

Name:__________________________ Relationship:__________________________ Phone:__________________________

Name:__________________________ Relationship:__________________________ Phone:__________________________

Name:__________________________ Relationship:__________________________ Phone:__________________________

Other people that may pick up your child from school: List first & last names:

____________________________________________________________________________________________

_______________________________________________________________________________________

Referred to SAS by a current Saint Ann family? Their name:__________________________

Signature of Parent/Guardian: ____________________________ Date: ___________

*To ensure all documentation requirements have been met for HIHOP admission, please refer to the HIHOP Documentation Requirements for Admission form.*
Addendum to contract between Saint Ann School and Student:

Student must meet discipline/behavior expectations. If these expectations are not being met as outlined by Saint Ann School, Saint Ann School reserves the right to ask for the student's immediate withdrawal.

______________________________  ____________________________
Principal                                                               Date

Principal                                                               Date

______________________________
Director of Hand in Hand

______________________________
Parent/Guardian

______________________________
Date
# Saint Ann Catholic School HIHOP Tuition Agreement

## 2020 - 2021

<table>
<thead>
<tr>
<th>HIHOP</th>
<th>TUTION</th>
<th>MONTHLY PAYMENT (July-May)</th>
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<tbody>
<tr>
<td>1 Child in HIHOP</td>
<td>$11,845</td>
<td>$1,076</td>
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</table>

Total tuition includes all fees, including field trips

1. **ALL tuition must be processed through Saint Ann School HIHOP**
   If another party is paying any or all of the tuition, arrangements must be made through the responsible party and that individual.
   *The parent or guardian who enrolls the child (ren) is considered the responsible party*

2. Payments to Saint Ann School HIHOP may be paid in full by June 30th or a payment plan may be set up to withdraw funds on the 5th of each month, with final payments ending on May 5th.

3. If a payment does not clear on the 5th, for any reason, the payment will be attempted again on the 20th. An unpaid tuition payment becomes delinquent if the payment does not clear on the second attempt. Late fees will be charged by Saint Ann School.

4. If tuition becomes delinquent after the second attempt on the 20th, the child(ren) will be withheld from school from the first day of the following month until the account is completely up to date.

5. If tuition becomes delinquent twice in the same academic school year:
   1) the balance of the account will be required to be paid in full, and tuition for the following years must be paid in full before school starts. (or)
   2) the permanent removal of your child(ren) from Saint Ann School.

6. In the event that the undersigned fails to pay the obligations under the terms of this agreement on a timely basis the undersigned agrees to pay all the expenses of collection including collection agencies, attorneys, courts and all other legal and valid collection expenses.

7. If a student withdraws from school for any reason (moving, expulsion, etc.), a refund will be based on remaining academic quarters.

8. All transcripts, report cards, student records and diplomas are the property of Saint Ann Catholic Church and will not be issued to current, transferring, or graduating students until all tuition is paid in full.

9. You will be assessed for replacement of computer for any damage to your student’s computer, resulting in total loss or breakage.

10. Any lunch charges or other school payments not paid to the school by April 30, may be added to the final Saint Ann School payment.

   **THIS SIGNED TUITION AGREEMENT MUST BE RETURNED TO THE SCHOOL YOUR CHILD MAY NOT START SCHOOL UNTIL THE PAYMENT PLAN IS IN PLACE.**

I/We the undersigned understand and agree to the requirements for the 2019-2020 school year and accept all provisions of the Saint Ann School Tuition Agreement and acknowledge Saint Ann Church’s right to collect this debt in the event of default on this agreement.

Signature_________________________________________ Date________________________