

## APPLICATION



Thank you for your interest in St. Margaret's School. St. Margaret's seeks to enroll students who will benefit from and contribute to the school community. Therefore, your application will be considered carefully by an admission committee. In order to make an admission decision which is best for you and for the school, the committee will evaluate your past academic performance as well as your recognized potential, the results of standardized and admission testing, teacher recommendations, and your extracurricular activities and talents.

St. Margaret's requires the Secondary School Admissions Test (SSAT). Information regarding testing locations and dates may be found at [www.ssat.org](http://www.ssat.org).

A personal interview is required for admission and may be scheduled with the Admission Office from 8:30 a.m. to 3:00 p.m., Monday through Friday.

If you have questions about the processing of your application or if you require additional information or assistance, please call the Admission Office at (804)443-3357.

## INSTRUCTIONS

- 1) Please type or print your answers to all questions on the application form. Sign and return it with a nonrefundable \$40.00 domestic application fee or \$100.00 international application fee to: St. Margaret's School, Admission Office, P.O. Box 158, Tappahannock, Virginia 22560.
- 2) Please answer questions on the student questionnaire in your own handwriting whenever possible, and return it with your application and application fee.
- 3) Fill in your name and the current date on the teacher recommendation forms. Submit the recommendation forms to your current English teacher and math teacher for completion and forwarding to St. Margaret's School.
- 4) Fill in the student section on the personal recommendation form. Submit it to a person who has known you well for some time, such as a neighbor, family friend, or an organization leader. Family members are not appropriate. This form should also be forwarded directly to St. Margaret's School by the person who completes it.
- 5) Fill in and sign the student/parent section on the transcript release form. Submit this form to your current school principal or guidance counselor for completion and forwarding of your most recent academic records to St. Margaret's School.

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## APPLICANT QUESTIONNAIRE



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YOUR NAME

*Please complete the following sentences in your own handwriting and return this form with your application. Please print.*

The greatest moment in my life was...

I feel I have been successful when...

My friends think I am...

I am best at...

I am very concerned about...

The person who has had the greatest influence on my life is...

One of the most important things a teacher has ever taught me is...

The three best books I have ever read are...

Please detail participation, awards, or honors in each of the following areas. Also, list and/or explain all areas you would like to pursue at St. Margaret's School.

Athletics:

Arts:

Leadership and service:

Clubs and organizations:

What do you think would be valuable for your faculty advisor to know about you and why?

## **THE HONOR CODE AGREEMENT**

### **THE HONOR CODE OF ST. MARGARET'S SCHOOL**

The chief purpose of the Honor Code of St. Margaret's School is to foster and preserve honor and integrity in the St. Margaret's School community.

### **THE HONOR CODE**

On my honor, I will not lie, cheat or steal. In addition, I will take responsibility for those in our community who do so.

### **THE HONOR COUNCIL**

The chief mission of the Honor Council is to foster and preserve honor and integrity in the St. Margaret's School community by supporting the Honor Code and by meeting with students who have violated the Honor Code in order to help them gain a better understanding of the importance of honor and integrity in their lives and in the life of the St. Margaret's School community. While the primary purpose of the Honor Council is educational, it can, nevertheless, recommend to the Head of School dismissal of a student who has violated the Honor Code.

I \_\_\_\_\_, if admitted to St. Margaret's School, agree to foster and preserve honor and integrity in the St. Margaret's School community by upholding and supporting the Honor Code.

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STUDENT'S SIGNATURE

DATE

## PARENT STATEMENT



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NAME OF APPLICANT

DATE

In order to know your daughter better, we would appreciate your perspective on her personal and educational background. It is important to include information that will reflect your daughter's motivation and needs as a prospective student at St. Margaret's School. Please attach a separate piece of paper if necessary.

Please describe any significant events such as geographical moves, school changes, achievements, or setbacks.

Please describe your daughter's study habits as you have observed them.

Please describe your daughter as an individual. In your estimation, what are her strengths, weaknesses, goals, and aspirations?

Why have you chosen St. Margaret's School as a possible school for her?

How do you think she feels about entering St. Margaret's School?

Has the applicant ever seen a psychologist or psychiatrist?  Yes  No If yes, please explain:

Has the applicant ever been treated for an eating disorder?  Yes  No If yes, please explain:

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PARENT'S OR GUARDIAN'S SIGNATURE

DATE

**ENGLISH RECOMMENDATION**



**CURRENT ENGLISH TEACHER**

NAME OF APPLICANT

DATE

The above-named student is applying for admission to St. Margaret's School. Please help us become better acquainted with her by completing this form. All comments are considered to be confidential, and no mention of them will be made to the applicant or her family.

St. Margaret's School is a small, independent college-preparatory school for girls in grades 8 through 12. We wish to be sure that St. Margaret's is the most appropriate school for each student. Your prompt and candid appraisal will be of great help to the Admission Committee. Thank you for your time.

NAME OF EVALUATOR

SCHOOL AND POSITION

ADDRESS

CITY

STATE

ZIP

SCHOOL PHONE

How long have you known the applicant? \_\_\_\_\_

In what course(s) have you taught the applicant? \_\_\_\_\_

Texts used \_\_\_\_\_

PLEASE INCLUDE LITERATURE, GRAMMAR, COMPOSITION, AND VOCABULARY TEXTS. LIST NOVELS AND PLAYS TAUGHT.

*If available, please attach a course description. Thank you.*

**ACADEMIC RATINGS**

Academic ability	<input type="radio"/> superior	<input type="radio"/> above average	<input type="radio"/> average	<input type="radio"/> below average	<input type="radio"/> low
Reaction to criticism	<input type="radio"/> always positive	<input type="radio"/> usually positive	<input type="radio"/> average	<input type="radio"/> frequently negative	<input type="radio"/> negative
Grammar	<input type="radio"/> excellent usage	<input type="radio"/> above average	<input type="radio"/> average	<input type="radio"/> lacking important skills	<input type="radio"/> poor
Preparation for class	<input type="radio"/> always prepared	<input type="radio"/> usually prepared	<input type="radio"/> average	<input type="radio"/> seldom prepared	<input type="radio"/> poor
Motivation	<input type="radio"/> very motivated	<input type="radio"/> frequently motivated	<input type="radio"/> average	<input type="radio"/> rarely motivated	<input type="radio"/> not motivated
Achievement	<input type="radio"/> superior	<input type="radio"/> above potential	<input type="radio"/> at potential	<input type="radio"/> below potential	<input type="radio"/> low
Participation in class	<input type="radio"/> always participates	<input type="radio"/> usually participates	<input type="radio"/> average	<input type="radio"/> seldom participates	<input type="radio"/> poor

How accurately does the student read and understand what she has read? \_\_\_\_\_

How well does the student write in comparison with other students you have taught? Please be specific about areas of strength and weakness. \_\_\_\_\_

**PERSONAL RATINGS**

- Character/Sense of honor     excellent             above average         average             below average         weak
- Self-confidence             self-confident         usually confident     average             below average         lacks confidence
- Peer relationships         superior             strong             acceptable         erratic             poor
- Adult relationships         superior             strong             acceptable         erratic             poor
- Acceptance of responsibility     readily accepts         usually accepts         average             occasionally accepts     rarely accepts
- Reaction to setbacks         always positive         usually positive         average             frequently negative     negative

What three words come to mind when you think of this student?

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Do you know of any difficulties this applicant may have? Are there any unusual situations that may affect her performance?

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Please add below any information not already covered. Your comments on this applicant’s character, maturity, interests, and talents would be most helpful to us.

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I recommend this student in terms of academic ability:

- enthusiastically     strongly         with mild enthusiasm\*     without enthusiasm\*     not recommended\*

\*Please explain \_\_\_\_\_

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I recommend this student in terms of character:

- enthusiastically     strongly         with mild enthusiasm\*     without enthusiasm\*     not recommended\*

\*Please explain \_\_\_\_\_

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Please check the circle if you are interested in receiving more information about St. Margaret’s School.

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EVALUATOR’S SIGNATURE

DATE

# MATHEMATICS RECOMMENDATION



## CURRENT MATHEMATICS TEACHER

NAME OF APPLICANT

DATE

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NAME OF EVALUATOR

SCHOOL AND POSITION

ADDRESS

CITY

STATE

ZIP

SCHOOL PHONE

How long have you known the applicant? \_\_\_\_\_

In what course(s) have you taught the applicant? \_\_\_\_\_

Texts used \_\_\_\_\_

*If available, please attach a course description. Thank you.*

## ACADEMIC RATINGS

Academic ability	<input type="radio"/> superior	<input type="radio"/> above average	<input type="radio"/> average	<input type="radio"/> below average	<input type="radio"/> low
Preparation for class	<input type="radio"/> always prepared	<input type="radio"/> usually prepared	<input type="radio"/> average	<input type="radio"/> seldom prepared	<input type="radio"/> poor
Motivation	<input type="radio"/> very motivated	<input type="radio"/> frequently motivated	<input type="radio"/> average	<input type="radio"/> rarely motivated	<input type="radio"/> not motivated
Reasoning ability	<input type="radio"/> superior	<input type="radio"/> above average	<input type="radio"/> average	<input type="radio"/> has difficulty	<input type="radio"/> poor
Basic skills	<input type="radio"/> excellent	<input type="radio"/> above average	<input type="radio"/> average	<input type="radio"/> has difficulty	<input type="radio"/> seriously lacking
Accuracy	<input type="radio"/> very careful	<input type="radio"/> detail oriented	<input type="radio"/> average	<input type="radio"/> careless	<input type="radio"/> poor
Achievement	<input type="radio"/> superior	<input type="radio"/> above potential	<input type="radio"/> at potential	<input type="radio"/> below potential	<input type="radio"/> low

How well does the student understand key mathematical concepts in comparison with other students you have taught? Please be specific about areas of strength and weakness. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**PERSONAL RATINGS**

- Character/Sense of honor     excellent             above average         average             below average         weak
- Self-confidence             self-confident         usually confident     average             below average         lacks confidence
- Peer relationships         superior             strong             acceptable         erratic             poor
- Adult relationships         superior             strong             acceptable         erratic             poor
- Acceptance of responsibility     readily accepts         usually accepts         average             occasionally accepts     rarely accepts
- Reaction to setbacks         always positive         usually positive         average             frequently negative     negative

What three words come to mind when you think of this student?

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Do you know of any difficulties this applicant may have? Are there any unusual situations that may affect her performance?

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Please add below any information not already covered. Your comments on this applicant’s character, maturity, interests, and talents would be most helpful to us.

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I recommend this student in terms of academic ability:

- enthusiastically     strongly         with mild enthusiasm\*     without enthusiasm\*     not recommended\*

\*Please explain \_\_\_\_\_

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I recommend this student in terms of character:

- enthusiastically     strongly         with mild enthusiasm\*     without enthusiasm\*     not recommended\*

\*Please explain \_\_\_\_\_

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EVALUATOR’S SIGNATURE

DATE

## PERSONAL RECOMMENDATION



NAME OF APPLICANT

DATE

The above-named student is applying for admission to St. Margaret's School. Please help us become better acquainted with her by completing this form. All comments are considered to be confidential, and no mention of them will be made to the applicant or her family.

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NAME OF EVALUATOR

ADDRESS

CITY

STATE

ZIP

PHONE

How long have you known the applicant? \_\_\_\_\_

Relationship to applicant \_\_\_\_\_

### PERSONAL RATINGS

- |                              |   |   |                                     |  |   |
|------------------------------|---|---|-------------------------------------|--|---|
| Character/Sense of honor     | <input type="radio"/> excellent         | <input type="radio"/> above average     | <input type="radio"/> average       | <input type="radio"/> below average        | <input type="radio"/> weak              |
| Self-confidence              | <input type="radio"/> self-confident    | <input type="radio"/> usually confident | <input type="radio"/> average       | <input type="radio"/> below average        | <input type="radio"/> lacks confidence  |
| Peer relationships           | <input type="radio"/> superior          | <input type="radio"/> strong            | <input type="radio"/> acceptable    | <input type="radio"/> erratic              | <input type="radio"/> poor              |
| Adult relationships          | <input type="radio"/> superior          | <input type="radio"/> strong            | <input type="radio"/> acceptable    | <input type="radio"/> erratic              | <input type="radio"/> poor              |
| Acceptance of responsibility | <input type="radio"/> readily accepts   | <input type="radio"/> usually accepts   | <input type="radio"/> average       | <input type="radio"/> occasionally accepts | <input type="radio"/> rarely accepts    |
| Reaction to setbacks         | <input type="radio"/> always positive   | <input type="radio"/> usually positive  | <input type="radio"/> average       | <input type="radio"/> frequently negative  | <input type="radio"/> negative          |
| Concern for others           | <input type="radio"/> puts others first | <input type="radio"/> usually concerned | <input type="radio"/> concerned     | <input type="radio"/> seldom concerned     | <input type="radio"/> not concerned     |
| Frustration tolerance        | <input type="radio"/> superior          | <input type="radio"/> high              | <input type="radio"/> acceptable    | <input type="radio"/> erratic              | <input type="radio"/> low               |
| Energy                       | <input type="radio"/> high positive     | <input type="radio"/> low positive      | <input type="radio"/> high negative | <input type="radio"/> low negative         | <input type="radio"/> erratic           |
| Emotional maturity           | <input type="radio"/> excellent         | <input type="radio"/> above average     | <input type="radio"/> average       | <input type="radio"/> seldom displays      | <input type="radio"/> seriously lacking |

What three words come to mind when you think of this student?

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What do you consider to be the applicant's strengths and weaknesses? If possible, please comment on both academic and personal qualities.

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Please comment on the nature of the family unit to which the applicant belongs. We would like for you to include such things as parent/child relationships, sibling relationships, and unusual circumstances.

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Do you know of any difficulties this applicant may have? Are there any unusual situations that may affect her?

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Please add below any information not already covered. Your comments on this applicant's character, maturity, interests, and talents would be most helpful to us.

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I recommend this student in terms of character:

enthusiastically     strongly     with mild enthusiasm\*     without enthusiasm\*     not recommended\*

\*Please explain \_\_\_\_\_

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EVALUATOR'S SIGNATURE

DATE

**PERMISSION TO RELEASE  
ACADEMIC RECORDS**



NAME OF APPLICANT

DATE

**TO THE APPLICANT'S PARENT/GUARDIAN:**

To complete your daughter's application, a complete and up-to-date *official* transcript must be in her file. By signing this form, the applicant's parent or guardian authorizes the release of all pertinent academic records for this student. Thank you for your prompt attention to this request.

I authorize \_\_\_\_\_ to release to St. Margaret's School copies of the school  
NAME OF SCHOOL  
records of \_\_\_\_\_  
NAME OF STUDENT

SIGNATURE OF PARENT/GUARDIAN

DATE

**TO AN OFFICIAL OF THE APPLICANT'S CURRENT SCHOOL:**

The above-named student is applying for admission to St. Margaret's School. Please help us become better acquainted with her by completing this form. All comments are considered to be confidential, and no mention of them will be made to the applicant or her family.

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*The information you provide should include:*

**PROGRESS RECORDS**

Statement of courses taken to date  
Grades  
Attendance records

**OTHER INFORMATION**

Standardized testing  
Tests relating to measurement of abilities  
Health and immunization records  
Statements relating to student's behavior  
Statement of extracurricular activities  
Explanation of grading scale and a school profile

Is this student currently enrolled in your school?  Yes  No

How rigorous has this student's academic program been relative to the opportunities available within your school?

Less demanding than average  Average college-bound program  More demanding than average

If your school is a tuition-charging school, please indicate if financial obligation to the current school has been met by this family.

Yes  No

Is she eligible to return?  Yes  No If no, please attach an explanation.

NAME OF SCHOOL OFFICIAL

SCHOOL

POSITION

ADDRESS

CITY

STATE

ZIP

SCHOOL PHONE

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