



REQUEST FOR CUMULATIVE STUDENT RECORDS

SCHOOL NAME: _____

ADDRESS: _____

CONTACT: _____

PHONE: _____ EMAIL: _____

The following student has enrolled in the Xavier University Montessori Lab School. Please send the student's academic transcript /records, conference and/or behavior reports, testing information including any individualized plans or services received, immunizations and birth certificate.

Last Name	First Name	Middle Name	Birth Date
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We would appreciate the transfer of the aforementioned student's records as soon as possible. Please mail, fax or scan records to:

Montessori Lab School Office
Xavier University Montessori Lab School
1024 Dana Avenue
Cincinnati, OH 45229-6631
Attention: Terri Rehtin
Fax: 513-745-4378
Email: MontessoriLabSchool@xavier.edu

PARENT: I hereby give my permission for the release of records for the above named student.

Parent Signature Date



Xavier University Montessori Lab School
 3800 Victory Parkway
 Cincinnati, Ohio 45207
 513-745-3404
 Montessorilabschool@xavier.edu

TO BE FILLED OUT BY CURRENT TEACHER

Please scan and email this form and any other test scores or reports back to montessorilabschool@xavier.edu

New Student Name _____ Date _____

School coming from _____

Teacher's name filling out the recommendation form _____

Teacher's email address _____ How long have you known this child? _____

	Has Difficulty 1	Usually 2	Always 3
SOCIAL DEVELOPMENT			
Cooperation with Adults			
Follows School Rules			
Appropriately Communicates Needs			
Attentive During Lessons			
Accepts Guidance and Direction			
Cooperation with Peers			
Listens to Others			
Participates in Group Discussions			
Works Well in Groups			
Calmly Works Through Conflicts			
Shows Empathy and Compassion			
EXECUTIVE FUNCTION			
Comes Prepared To School/Lesson			
Follows Directions			
Concentrates on Work			
Begins/Continues Work Cycle Independently			
Organizes Time			
Organizes Work			
Transitions Well			
Takes on New Challenges			
Exhibits Self-Confidence			
Intrinsically Motivated			
Exhibits Perserverence			

Signature: _____ Date: _____

Our vision at XU Montessori Lab School is empowering our students to become lifelong contributors to society by being creative innovators, global thinkers, effective and respectful communicators, with the confidence to make a difference in the world.