

STAR OF THE SEA EARLY LEARNING CENTER

TO THE PARENT/GUARDIAN:

1. Please complete the first line (Child's Full Name) and second line (Child's Birthdate & Child's School)) on the reverse side. Please print or type.
2. Submit one (1) **Teacher Reference Report** to the applicant's present teacher. Please have this report returned to Star of the Sea Early Learning Center no later than 3 weeks after applying for admission.
3. Provide the teacher who will be completing the **Teacher Reference Report** with a stamped envelope addressed to:

*Star of the Sea Early Learning Center
Attention: Director of Admission
4470 Aliikoa Street, Suite 100
Honolulu, Hawaii 96821*

4. The information on this reference report will be held in strict confidence and will be used only for admission purposes.

*I hereby give permission to release the information indicated on the Teacher Reference Report regarding my child, _____,
for the purpose of review for admission to Star of the Sea Early Learning Center.*

Signature of Parent/Guardian

Date

TO THE TEACHER:

This student is an applicant for admission to Star of the Sea Early Learning Center. Information provided on this report will be held in strict confidence and will be used only for admission purposes. This Teacher Reference Report does not become part of this candidate's permanent record.

Your evaluation of this student should be made after January 15 and returned directly to Star of the Sea Early Learning Center's Director of Admission by February 15. If you receive this form after February 15, please complete and return the Teacher Reference Report within two weeks of the parent request. Please do not hesitate to call us at 808.734.3840 if you have any questions.

