



## Transcript Request Form

Dear Applicant: Please give this form to an advisor or guidance counselor.

Applicant's Name: \_\_\_\_\_ School: \_\_\_\_\_

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**TO THE SCHOOL OFFICIAL:** The student named above is applying to the Offshore Program at North Haven Community School. Our program offers a unique, adventurous, and challenging year-long academic experience on the island of North Haven, Maine, which is 12 miles off the coast of Rockland. Our community is only accessible via ferry from the mainland. We seek creative, curious, and community-oriented secondary students who will thrive in an interdisciplinary and highly experiential program, working both in and out of the classroom.

In addition to sending the student's official transcript, we would very much appreciate candid responses to the questions below to the best of your ability. Feel free to attach a separate letter if you wish. Your comments will be entirely confidential.

Your Name: \_\_\_\_\_

Your Title: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

How long have you known the student and in what capacity?

How well do you know the student and what qualities come to mind as you think of this person?

Compared to all students of this age whom you have taught or advised, please rate this student in the following areas:

Please evaluate the student relative to same-age peers on the following general qualities (1=Excellent, 2=Above Average, 3=Average, 4=Below Average, 5=Unknown)

Intellectual Curiosity	1	2	3	4	5
Creativity	1	2	3	4	5
Empathy	1	2	3	4	5
Academic achievement	1	2	3	4	5
Maturity	1	2	3	4	5
Integrity	1	2	3	4	5

Has the student ever been subject to discipline at your school?\* Yes  No

Has the student ever been separated (suspended, dismissed, etc.) from your school?\* Yes  No

\* If yes to either question above, please explain in a separate letter.

Is there anything exceptional about this student that you feel deserves special consideration? If yes, please explain.

Thank you for taking the time to complete this form. Your reflections are an important part of the student's application and we will consider them carefully. Please email this form and the student's transcript, via your school email account, to [offshoreenhcshawks.org](mailto:offshoreenhcshawks.org).

Very Respectfully,

**Offshore Program at North Haven Community School**  
**93 Pulpit Harbor Road**  
**North Haven, ME 04853**