

ADMINISTRATIVE REFERENCE REPORT (Grades 1-6)

Student's Name: _____ Grade applying for: _____

1. To the best of your knowledge, has this student been reprimanded or punished for any school conduct violations in the past two years?

Yes, _____ (if yes, please continue and respond to questions 2 and 3)

No, _____ (if no, please skip to the bottom of this form to sign and date. Please return this form in the envelope provided.)

2. If "yes", please describe the nature of the incident/infraction, the date that this occurred and the consequence (e.g. referral, detention, suspension, etc):

3. Was this a one-time event, or is this a consistent behavioral pattern?

Additional Comments:

Signature _____ Date _____

Name (please print) _____

Job Title _____ School _____

Lanakila Baptist Schools

Waipahu and Ewa, Hawaii

To: Parent/Guardian:

Please type or print the information requested on the first line of the reverse side and give the Administrative Reference Report to the school office. This form should be filled out by the Principal or Counselor.

Please provide this form with a stamped envelope addressed to:

Lanakila Baptist Elementary School

94-1250 Waipahu Street

Waipahu, HI 96797

Finally, please complete and sign the following statement of consent, with full awareness that the information on the Administrative Reference Report is confidential.

I hereby give my permission to release the information indicated on the Administrative Reference Report regarding my child _____, for the purpose of admission to Lanakila Baptist Schools.

Signature of Parent/Legal Guardian

Date

To The Administrator:

We sincerely appreciate your willingness to complete the Administrative Reference Report for this application. The parent/guardian is aware that information you supply will be held in strict confidence. Please mail this form directly to Lanakila Baptist Elementary School.

Should you have any questions, please contact our school office at 808-677-0731.

PLEASE MAIL THIS FORM DIRECTLY TO LANAKILA BAPTIST ELEMENTARY SCHOOL