



Catherine Cook School
Records Release Form 2016-2017

Applicant Name:
Preferred Name:
Grade Applying For:

PARENT / GUARDIAN INFORMATION:

Please complete this form and submit it to your child's current school. Your signature will authorize your current school to send requested records and allow the teacher(s) and principal authorization to complete and send the LMAIS Common Recommendation Form directly to Catherine Cook School.

I hereby authorize the release of my child's records and completion of the LMAIS Common Recommendation Form to be sent to Catherine Cook School.

Parent/Guardian Name (please print)

Parent/Guardian Signature

Date

TO THE CHILD'S CURRENT SCHOOL:

The student listed above is a candidate for admission to Catherine Cook School. Please send the following items to Catherine Cook.

Preschool – Junior Kindergarten Applicant

- LMAIS Common Recommendation Form

Senior Kindergarten Applicant

- LMAIS Common Recommendation Form
- Current School Year Report Card / Progress Report

Grades 1 – 8 Applicant

- LMAIS Common Recommendation Forms
- Current School Year Report Card / Progress Report
- Last School Year Report Card / Progress Report
- Standardized Test Scores (if available)

How to Submit Requested Documents (4 Options):

1. The school has a paperless system to upload the requested information through a system called RAVENNA SOLUTIONS. You can sign up for a free account that will allow easy uploading and managing of all documents at <http://program.ravennasolutions.com/ravenna-admit-repository-account-signup/>.
2. Email to: admission@ccookschool.org
3. FAX to: (312)-266-3616
4. Mail to: Office of Admission, Catherine Cook School, 226 W. Schiller St., Chicago, IL 60610

How to complete LMAIS Common Recommendation Forms (FOR TEACHERS / PRINCIPALS):

1. You will receive an email requesting that you complete the LMAIS Common Recommendation Form.
 2. When you receive the email, please click on the link, and it will automatically direct you to our secure online form submission page.
 3. You can also copy and paste the link into your web browser to open the form.
 4. You will be able to save the form and return to it at a later date, print it, or **submit it**.
 5. Printed versions can be mailed to other schools not participating in our system.
 6. Your recommendations are confidential and will be viewed only by the schools authorized by the student's family. Requesting families and the student's current school will have NO access to your responses.
 7. If you experience any technical difficulties, please contact RAVENNA SOLUTIONS via email at customercare@ravennasolutions.com.
- Thank you for taking the time to share your thoughts on this applicant.