

# Project EXCEL

## SCHOOL RECORD FORM

(to be completed by school representative)

The student for whom this form is being completed has applied to Project EXCEL, a program at Mount St. Joseph University for students with specific learning differences. Students accepted into the program must be highly motivated and demonstrate potential for earning an academic degree. Your assessment of the applicant’s abilities and your comments are very significant in our evaluation of the applicant.

Student Name: \_\_\_\_\_

School: \_\_\_\_\_ Expected Graduation Date: \_\_\_\_\_

School Address: \_\_\_\_\_

Form Completed By: \_\_\_\_\_

Telephone: \_\_\_\_\_ Title: \_\_\_\_\_

### DISABILITY DOCUMENTATION

Does the applicant have an IEP or 504 Plan? \_\_\_\_\_ Yes \_\_\_\_\_ No

Has the student been an active participant in the IEP Transition planning process?  
\_\_\_\_\_ Yes \_\_\_\_\_ No

Has the applicant had frequent absences from school? \_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, please provide the reasons: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

In compliance with Section 504 of the Rehabilitation Act of 1973, the Mount St. Joseph University provides at no charge, reasonable academic adjustments and auxiliary aids to meet the individual needs of eligible students. Eligibility depends on the nature if the impairment and its impact on the particular individual, and is based on documentation from a qualified professional.

**Student Name:** \_\_\_\_\_

Below is a series of student characteristics. Please choose the category that describes the student most directly. Use the comment section to clarify anything you feel needs more discussion/description.

The student....	Rarely	Sometimes	Generally	Comments
Maintains good attendance (90% or better)				
Manages time well, assignment completion is timely and efficient				
Self-monitors time – appropriately balances, school, work, social time				
Uses organizational tools (Daily plan book, electronic reminders, etc.)				
Sets reasonable goals and prioritizes well				
Accepts directions and advice from others				
Independently initiates assignments in a timely manner				
Independently completes assignments in a timely manner				
Completes assignments without reminders				
Gets help from others (parents, peers) on assignments				
Approaches teachers for assistance when needed				
Demonstrates appropriate interaction with peers & instructors				
Contributes relevant information to the class and asks pertinent questions				
Can concentrate on texts or assignments for at least an hour				
Readily recognizes the main idea of a reading selection				
Is capable of recalling lecture material for examinations				
Can grasp abstract concepts adequately				
Takes responsibility for his/her actions				
Is a confident individual				
Demonstrates self-discipline				
Works diligently to complete work accurately				
Self-advocates				

**Additional Comments:** \_\_\_\_\_

\_\_\_\_\_

What mathematics course work has student successfully completed?

Course	Grades Achieved	Track Level (general, college prep 1,2, honors)

Has the student completed computer course work? (Please specify skill levels.)

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Please comment on student's written language skills:

Clarity of thought: \_\_\_\_\_

Language formulation: \_\_\_\_\_

Application of writing mechanics: \_\_\_\_\_

Syntax: \_\_\_\_\_

Use of higher level vocabulary: \_\_\_\_\_

Is the student using any special programs? (reading clinic, resource room, inclusion model, language therapy, etc.)

Please Explain: \_\_\_\_\_

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Is student receiving accommodations?

\_\_\_\_\_ Extended Time on Tests

\_\_\_\_\_ Distraction Reduced Testing Area

\_\_\_\_\_ Test Reader (Computer or Human)

\_\_\_\_\_ Note Taker

\_\_\_\_\_ Alternate Text Formats

\_\_\_\_\_ Other \_\_\_\_\_

What do you consider this student's primary strengths related to learning?

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What do you consider the main difficulties this student may encounter in a college curriculum?

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What instructional strategies and accommodations have been most effective in promoting the student's learning and performance?

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Please feel free to add any information which you feel may help us in our evaluation of this applicant.

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**Thank you for your observations and input regarding this student.**

**Please return to:** Stacy Mueller Director, Project EXCEL  
Mount St Joseph University  
5701 Delhi Road Cincinnati, OH 45233-1670  
(513) 244-4623

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The University has designated the chief compliance and risk officer, 513-244-4393, Office of the President, as the individual responsible for responding to inquiries, addressing complaints, and coordinating compliance with its responsibilities under Title IX of the Education Amendments of 1972 and other applicable federal and state civil rights laws. The University has designated the director of Learning Center & Disabilities Services, 513-244-4524, as the individual responsible for responding to inquiries, addressing complaints, and coordinating compliance with its responsibilities under Section 504 of the Rehabilitation Act of 1973.



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