

Parent/Student Interview Form

In preparation for a new student interview, please review the *Administration Manual* prior to the parent/student interview. Use the Parent/Student Interview Form as a checklist and record of your interview.

School Year _____

Date of Interview _____

Time of Interview _____

Student Name _____

Contact Number _____

Comments _____



PARENT/STUDENT INTERVIEW



Applicant's Name: _____ Age: _____ Date: _____

Father's Name: _____ Mother's Name: _____

A. With parents and prospective student

1. Review application

2. Affiliations within the school (Names: _____)

Affiliations anticipating enrollment (Names: _____)

3. Staff Roles (Names and positive qualities) Comments: _____

4. School policies:

<input type="checkbox"/> Transportation	<input type="checkbox"/> Student's application (if missing documents)	<input type="checkbox"/> Physical education
<input type="checkbox"/> Lunch	<input type="checkbox"/> Pastor's letter of recommendation	<input type="checkbox"/> Extracurricular activities
<input type="checkbox"/> Financial arrangements/ date of first due payment	<input type="checkbox"/> School hours - schedule	<input type="checkbox"/> Required attendance to RSC and ISC
<input type="checkbox"/> Dress codes	<input type="checkbox"/> After school care or study hall policy	<input type="checkbox"/> Fundraising
<input type="checkbox"/> Academics	<input type="checkbox"/> Dual enrollment (high school students)	<input type="checkbox"/> Above reproach
<input type="checkbox"/> Incentives/discipline	<input type="checkbox"/> Inclement weather/ emergency policy	<input type="checkbox"/> Student handbook and agreement
<input type="checkbox"/> Field trips		<input type="checkbox"/> Communication with and support of staff
<input type="checkbox"/> Parent orientation/ confidentiality		

5. School objectives: character training and academic excellence

Comments: _____

B. With prospective student

1. Get acquainted

Salvation experience: _____

Church involvement: _____

View of the Bible: _____

B. With prospective student (continued)

2. Noted attitudes and values: _____
(Toward you): _____
(Toward academics): _____
(Toward parents): _____
(Toward school): _____
Comments: _____

C. With parents

1. Attended church: _____
Church involvement: _____

2. Noted attitudes: _____
(Toward school work): _____
(Toward chapel): _____
(Toward discipline): _____

D. Concluded status

Accepted Declined Approved with reservation Probation

Comments: _____

Place this form in the student's file.

Signature of interviewer: _____