



The Potter's House Christian Academy  
**Reference - Discipline**

STUDENT: \_\_\_\_\_ GRADE ENTERING: \_\_\_\_\_

PARENT'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

**Parent Instruction:** Complete the above information and check the appropriate division below. Please give this form to the student's recent Dean of Students, Administrative Official or the person holding the student's disciplinary records. By doing so, you understand that the information requested is confidential and that you waive the right to read this reference.

**Administrative Official:** This student is seeking admission to The Potter's House Christian Academy. The student may not be admitted until this confidential information has been received. When you have completed the form, please fax it directly to the Registrar. **Please do not return this form to parent.** Thank you for your promptness in this matter.

[ ] Please check here if you wish to discuss this student personally rather than complete this form. Sign the form at the bottom and note your telephone number. The Admissions Director will call you.

Quality	Excellent	Good	Average	Fair	Poor	Unknown
Responsibility / Reliability						
Personal & Moral Integrity						
Respect for Authority						
Honesty						
Attitude						
Cooperation						
Leadership						
Emotional stability						
Orderliness						
Initiative						
Appearance / Cleanliness						

Do you know of any specific discipline problem the student has? \_\_\_\_\_

Would you accept the applicant's as a returning student in your school next year?  YES  NO

Why? \_\_\_\_\_

Additional Comments: (Use the back of this page if more space is needed)

In what capacity have you known the student? \_\_\_\_\_

Signature: \_\_\_\_\_ Title: \_\_\_\_\_

School: \_\_\_\_\_ Phone #: \_\_\_\_\_

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

Return this form to:

**The Potter's House Christian Academy**  
**High School (Grades 9 – 12)**  
 1150 South Lane Avenue  
 Jacksonville, FL 32205  
 FAX: (904) 695-2954