Applying to Private School

**SCHOOL REPORT/RECOMMENDATIONS AND TRANSCRIPT REQUESTS**

Many schools are now asking that applications and teacher recommendations be completed electronically. If the school you are applying to is using this process, please let your counselor **and** teachers from whom you are requesting recommendations know that this information will be coming to them via email. If the school you are applying to is using paper applications and recommendations, please follow the following process:

Please prepare three folders, one for the guidance counselor and one for each teacher who is completing a recommendation for you. All Letters of Recommendation and transcripts/school reports should be requested at least two weeks prior to deadline.

What goes inside the guidance folder?

 □ The school report/transcript or record request - Please complete the Student and parent information in its entirety prior to providing the guidance counselor with the folder.

□ A list of all schools and application deadlines to which the student will be applying.

□ Stamped and addressed envelope (2 stamps per envelope, 1 envelope per school). If you are applying to multiple schools, each envelope requires 2 stamps. The guidance counselor will complete the school report/recommendation and send it and the student records/transcripts directly to the school.

**Students should deliver the guidance folder to their counselor:** Ms. Skobe – last names A - F, Mr. Mattison – last names G – Mi and Mrs. Capuano – last names Mo - Z. **Please do not place these folders in the counselor’s mailboxes.**

TEACHER LETTERS OF RECOMMENDATION

What goes inside the teacher folder?

□ Please enclose the recommendation form from the school and be sure to complete the information in its entirety prior to the teachers’ receipt of the forms.

□ Stamped and addressed envelope (2 stamps per envelope, 1 envelope per school) If you are applying to multiple schools, each envelope requires 2 stamps. Students should ask each teacher for a recommendation and provide the folder to them at that time. **Please do not leave requests in the teacher mailboxes.**