

PRIVATE SCHOOL 2018

STEP ONE

Gather information about the school(s) you are interested in applying to from their website. (NHS DOES NOT HAVE THIS INFORMATION) Download the information. It will include teacher recommendation forms if the school requires them.

STEP TWO

Review the information you retrieved from the school website and pull out the teacher recommendation forms and transcript release form. (The transcript release form may be part of the school report form). If you cannot find a transcript release form a note from you will suffice. The release of transcript form **MUST** go to Ms. Vas. Your recommendation might be electronic.

STEP THREE

Each student must meet with Ms. Vas by **Friday, Dec 7th**, with the **attached checklist** and activity sheet completed and ready to hand in with all other necessary materials listed on the checklist. Prior to meeting with Ms. Vas please make sure each section of the checklist is complete and checked off. If the steps on the checklist are not complete the paperwork will be given back to the student to complete. Students should see me to set a time to briefly meet. I am very accessible so parents do not need to contact me to set up the meetings.

STEP FOUR

Following the meeting I will give the paper recommendations and the accompanying paperwork back to the student who will in turn personally see each adult that they are asking to write them a recommendation. If I am being asked to complete the school report I will keep that. If Dr. Anderson or Ms. Griffenhagen is being asked to complete the school report the student must see him or one of the office staff.

Having a copy of the student's application letter can be helpful to staff writing recommendations. Feel free to attach a copy for each recommender but not required.

If you check with a school and something is missing please directly contact the person that is responsible for the missing document.

It is important to follow up with your child to make sure they have given out the recommendations. **If using electronic recommendations please notify the staff member and Ms. Vas prior to sending electronic request for the recommendation.**

It is nice if students thank the adults who completed recommendations for them.

If you have any questions please feel free to contact me at dvasconcellos@sau21.org

Thank you, Ms. Vas

NAME _____

CHECKLIST

I have completed all of the following steps for each school that I am applying to. **Check each step below prior to meeting with Ms. Vas**

1. ___ Name and any other necessary information has been completed on all the forms going to the receiving school.
2. ___ I have completed an activity sheet and attached a copy for **EACH** adult I am asking to write a letter of recommendation.
3. ___ I have attached to each paper recommendation request, a stamped, **addressed** envelope with the name of the private school in the return address space and a copy of the activity sheet. If I am applying to more than one school I have a packet for each teacher.
4. ___ I will be giving the school report recommendation to

_____ Ms. Vas _____ Dr. Anderson
_____ Ms. Griffenhagen

5. Schools usually require the principal or counselor complete one recommendation

6. **_____ I have enclosed a transcript request for each school to Ms. Vas along with an addressed 9x11 envelope. My name will be written on the bottom left corner**

7. ___ I have completed the sheet listing the schools I am applying to in _____ it'e entirty

Parent email
address _____

GREAT!!! If you have checked off all of the above steps now is the time to see Ms. Vas and get the process started.

Make sure you have checked off all the steps before meeting with Ms. Vas

Deadline for asking teachers to write recommendations is

Friday, Dec. 7th

Name _____

RECOMMENDATION INFORMATION

Activity Sheet

MAKE ENOUGH COPIES OF THIS SO EACH TEACHER WRITING A RECOMMENDATION WILL GET ONE. To be completed by the student.

NAME _____ DATE _____

ACTIVITIES

- IN SCHOOL

-OUT OF SCHOOL

What I would like you to know about me.

Strengths

Things that are challenging to me.

