

## **RJ Grey JHS – Counseling Office PRIVATE SCHOOL APPLICATION PROCEDURE**

Dear Student and Family,

This Private School Application Protocol has been put together to assist you in the process of applying to private school(s). Please follow the procedures that are outlined in this webpage carefully so that your application can be processed appropriately and all deadlines can be met. Hard copies of this information are available at the Counseling Office if needed.

### **Available Private School Forms to complete:**

- Private School Application Procedure, which outlines the process
- Private School Tracking Form
- Consent for Release of Student Records
- Activity and Employment Record
- 2 In-House Recommendation Forms (optional)

### **Student Application Form:**

- Once you have determined the private school(s) to which you will apply, and after you have secured the appropriate application(s), please complete the student portion of the application(s).
- The application must be completed and mailed directly by the student to the private school, with the appropriate fee, unless directed otherwise by the private school.

### **Teacher Recommendations:**

- You should determine the number of Teacher Recommendations required by each private school.
- Be courteous. Speak with your teacher directly, **at least 4 weeks/ 20 school days** in advance of your due date, to ask if he/she would be willing to write a recommendation for you.
- Give your teacher(s) the appropriate forms. Many schools are now using the Common Application Form, which can be filled out once by the teacher. Xeroxed copies can then be sent by the teacher to additional schools.
- Provide the teacher(s) with a stamped, addressed envelope for each recommendation.
- Remember to be appreciative by saying please and thank you.

### **In-House Recommendation Forms (optional):**

- If you choose to do so, you may ask additional RJ Grey teachers to complete an In-House Recommendation form (2 forms are included with this packet).
- When completed, this form will be returned to the counselor by the teacher.
- Information from the In-House recommendation may be included in the paperwork submitted by the counselor to the private school(s).
- You can submit your In-House recommendation request to the teacher electronically or in person with a hard copy. However, please speak with your teacher about this request.
- Please follow the same courtesies as listed above in the Teacher Recommendation section.

## **Counseling Office Submissions:**

The following items need to be completed and submitted in full **(all forms together)** to the RJ Grey counseling office at least 4 weeks/20 school days before the private school deadline in order for this deadline to be met:

Forms to be downloaded, filled out, and submitted all together to the Counseling Office:

- Private School Tracking Form: Complete the first two columns of the "Private School Tracking Form." Indicate the name of the private school(s) and application due date(s). Please leave the remaining columns blank for the counseling office to complete.
- Activity/Employment Form: Completed by student.
- Consent for Release of Student Records Form: Completed and signed by your parent or guardian.

Additional material needed with submission of forms:

- Private School Report Form(s) or Common Application School Report Form: To be completed by the counseling office.
- Mailing Envelopes: Two (2) stamped with appropriate postage and addressed envelopes per private school application (1 large envelope approx. 9" x 12"/\$1.83 in postage; and one regular business size envelopes/.39 cent stamp)

## **Meeting with Counselor:**

- Students must schedule an appointment with their counselor as soon as their completed and compiled paperwork has been all submitted to and accepted by the counseling office.
- You can speak with your counselor directly or sign up in his/her white appointment binder on the counter in the counseling office.

## **Application Results:**

- Please contact the counseling office by June 15<sup>th</sup> if you have either been accepted or wait listed and plan to attend the private school.
- Final transcripts will then be forwarded by the counseling office to the appropriate private school.

## **Counseling Office Contact Information:**

**Counseling Department: 978-264-4700 x 3330**

Mr. Duclos: [jduclos@mail.ab.mec.edu](mailto:jduclos@mail.ab.mec.edu)

Ms. O'Brien: [cobrien@mail.ab.mec.edu](mailto:cobrien@mail.ab.mec.edu)

Mrs. Rodero: [jrodero@mail.ab.mec.edu](mailto:jrodero@mail.ab.mec.edu)