

PRIVATE AND TECHNICAL SCHOOL APPLICATIONS
Requesting Recommendations and Transcripts
From Middle School Teachers and Staff

Private and Technical schools often require teacher and guidance counselor recommendations for prospective students. Our school has created the following procedure to help simplify this process.

1. Make sure all of the correct forms are filled out with the student's information at the top. Parents are required to sign a release of transcripts form before the school can mail anything out. Students should bring all of the school forms to their guidance counselor or to Mrs. Mary Cain in the North office. Guidance counselors will speak to the students about their applications either individually or within a small group. Parents should contact the guidance counselor with any specific questions.

Mrs. Paige Leone 8th grade
5th grade –Barton, O'Neill, Osterholtz, Sawyer

Ms. Cara Zwicker 7th grade
5th grade –Polaski, Stone, Kilroy

Ms. June Grove 6th grade
5th grade – Kieda, Klock, Cronin

2. Students should personally inform their teachers that they are applying to a school and ask if he/she would be willing to complete a recommendation form. Be sure to provide the due date if it is not on the school form and allow three weeks for the form to be completed.
3. Along with the recommendation forms, please provide stamped addressed envelopes. The school office will not provide envelopes or stamps.
4. It is thoughtful if students follow-up with a thank you to the teacher/counselor for taking time to write their recommendation.
5. Students are encouraged to inform the teacher/counselor of the results when you have selected a school.