

Private School Applications
Procedure

1. ALL private school applications should be sent directly to the Counselors' Secretary.
2. Please use the form titled "Private School Applications" when submitting the application (see below).
3. Supply a large addressed and stamped envelope(s) to have the application sent to the private school. It is usually necessary to put at least two stamps on the envelope.
4. Clearly indicate any deadlines along with your name and contact information in case of questions.
5. The various forms will be distributed to the teachers and/or counselors as requested.
6. When all the forms have been completed and an official transcript printed, the entire application will be mailed out.
7. If you have any questions, you may contact the Counselors' Secretary, 770-497-3860 extension 134.

9/5/07

Private School Applications

Use a separate form for each school.

Parent Name: _____ Daytime Phone: _____

Student Name: _____ Current Grade: _____

Date Requested: _____ Applying for Grade: _____

Date to be Mailed: _____ Applying to: _____

Name of Teacher completing form: 1. _____

Name of Teacher completing form: 2. _____

Name of Counselor / Principal completing form: _____

Records requesting: Please indicate **ALL** records needed.

Transcript for school year(s) _____

Note: Transcripts for the fall semester cannot be processed until January.

Please note, our transcript only includes grades for middle school years, we do not have elementary school grades.

Report Card _____

Discipline Record _____

Standardized Test Results _____

Other _____

Envelope(s): Parents must supply a large addressed and stamped envelope(s) for mailing the application to the private school (generally, 2 stamps): _____

Applications: ALL private school applications are coordinated by the Counselors' Secretary. She will distribute the various forms to the teachers and/or counselors as needed. When all the forms have been completed, and an official transcript has been printed, the entire application will be mailed.

Questions: If you have any questions, you may contact Joyce Roth, Counselors' Secretary, 770-497-3860 ext. 134.