

Procedure for Applying to Private Secondary Schools

NOTE: Three school weeks' notice is required in order for PRMS Guidance to prepare and send records to private secondary schools. Therefore, please submit requests for records and/or recommendations a minimum of three school weeks before the application deadline.

To apply to private secondary schools electronically:

- Please follow each individual private school's application process, making sure to submit requests for records and recommendations and/or release forms to your child's guidance counselor a minimum of three school weeks prior to the date you would like the private school to receive them.

To apply to private secondary schools using paper applications:

School Report (Guidance Counselor or Administrator) Forms, Records Requests, and Releases:

- Complete the student and/or parent portion(s) of the form, including any required signatures.
- A minimum of three school weeks before you expect the school report form to be sent to the private school, please give the form, along with **three postage stamps** per school, to your child's guidance counselor. The counselor will send the form, along with all required records, directly to the private school.
- Please **do not** place the stamps on an envelope. We sometimes need to use an envelope larger than a standard business envelope.

Teacher Recommendations:

- Complete the student and/or parent portion(s) of the form, including any required signatures.
- Give the teacher recommendation form(s) directly to the appropriate teacher(s), along with a stamped envelope addressed to each school to which you are applying. This should be done with *at least three school weeks' notice* in order to ensure that the teacher has time to write a thoughtful and thorough recommendation.

Application Form:

- The student's family is responsible for mailing the application form directly to the private school.

Ms. Moore (bmoore@prsd.org) is the counselor for students whose last names begin with A-K; Mrs. Burritt (burritt@prsd.org) works with students whose last names begin with L-Z.