

## Hillview Middle School Private School

### Mandatory Information Form and Checklist

The following information pertains to **Hillview's** private school application and shadowing process. Private schools in the area hold information nights and set up their own shadowing dates. For information about these events, contact the schools directly.

**Private School Requirements** – Every year, approximately 1/3 of Hillview's graduating class applies to private school. To help ensure that your student's applications are complete and the process runs smoothly for everyone involved, there are a number of actions Hillview will require your student to complete **NO LATER THAN November 24**. This will enable us to give thoughtful consideration to your student's packet. **If received after November 24, we cannot guarantee we will meet the deadlines stipulated by your chosen private school.**

Below is a checklist for your use.

#### **Hillview Student Information Form**

In order to get the process going, please fill out and return to the Hillview Office a copy of the Student Information Form. It can be obtained from the HV web site under Parents<High School Transition or the HV main office. This form helps us to track what schools you are applying, and provides important student information, which is critical for those writing a recommendation for your student. **EVERY STUDENT must complete and return this MANDATORY form to Ms. Bosch in the office no later than November 24.**

#### **Teacher Recommendations**

Students should request recommendations and provide teacher recommendation forms **DIRECTLY** to the individual teachers. If the school you are applying does not use an on-line application process (such as Ravenna), the student needs to provide a **stamped and addressed envelope** for each school to which you'd like them sent. Teachers may schedule an interview with your child prior to writing the recommendation if they feel more information is needed.

#### **Administrator/Counselor Recommendation**

The eighth grade counselor will provide these recommendations. She may schedule an interview with your child prior to writing the recommendation if more information is needed. Please make sure she receives the electronic request from Ravenna directly to her mpcsd.org email address or if the school you are applying does not use an on-line application process, the student needs to provide a paper copy of the recommendation form and a **stamped and addressed envelope** for each school to which you'd like them sent.

In the very rare occasion that a school insists on a Principals recommendation, the student (not the parent) is required to reach out to Mr. Haug's office and make an appointment for an interview. Based on the information from the interview, Mr. Haug will then write the recommendation.

#### **Request for Records/Transcripts**

This form will come in your application packet of the school you are applying. The parent or

guardian must sign it and provide an **original copy** to Ms. Bosch in the office. If you are applying to more than one school, you may need to sign multiple forms. Records will **NOT** be released unless we have received a signed authorization for each school or if using Ravenna, the signed form with all schools highlighted that you are applying. **You must submit the hardcopy form to the HV office even if you have applied on-line with Ravenna.** If the school you are applying does not use an on-line application process, the student needs to provide a **stamped and addressed envelope** for each school to which you'd like records sent or the admissions office email address if they receive records by email.

**\_\_\_ Ravenna - On-line registration** When applying on-line using the Ravenna application process, please make sure in the Current School section of your Student's Profile that you have selected Hillview Middle School from their database. Hillview will not see your selected schools until after you have paid the school's application fee.

**\_\_\_ Shadowing / Reporting your Absence**

Shadowing is arranged with each individual school. We know this is an important part of the decision making process, but please note, students are responsible for working with their teachers to **make up any missed work**. Please do not plan multiple shadow visits on consecutive schools days or on block days, since it is very disruptive to your child's learning process. Be aware that our attendance policy only allows **3 excused shadow days**. More than 3 will be marked as unexcused. **Make sure you notify the attendance office with these absences.**

**Deadline for all documentation and requests for recommendations is November 24.**

Any materials or requests received after the 24th will be processed **after** all applications turned in on time are completed and at the discretion of the teacher/counselor. Having the deadline ensures that we are able to give thoughtful consideration to your child's packet and all documentation gets to the private schools on time. Your adherence to this deadline is greatly appreciated.

If you have any questions please contact us. We'll be happy to help in any way we can.

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**Hillview Middle School**

**Mandatory Student Information Form**

***Due to Ms. Bosch no later than November 24, 2020***

Student Name: \_\_\_\_\_

School(s) to which you are applying:

School Name	Shadow Date	School Name	Shadow Date

**Teacher Recommendations:** List the names of the teachers whom you will be asking to fill out recommendation forms? In general, most schools require recommendations from your 8<sup>th</sup> grade Math and English teachers. Due to COVID, some schools for the 2021-2022 school year are also requesting 7<sup>th</sup> grade input.

Teacher Name: \_\_\_\_\_

Teacher Name: \_\_\_\_\_

Teacher Name: \_\_\_\_\_

Teacher Name: \_\_\_\_\_

**Counselor/Administrator recommendations:** In most cases, Ms. Watts will complete these recommendations. In the rare occasion **a school insists** on having a Principal recommendation, students are requested to contact Ms. Garagozzo to make an appointment / interview time to meet with Mr. Haug.

**Tell Us About You:** Below, please provide information about yourself that will aid your teachers and counselor in writing a unique and personalized recommendation. You may use another sheet if needed.

What are your strong academic interests?

What are your hobbies/talents/abilities?

Do you have extracurricular activities outside of school (include community service)?

Any factors you have that had an impact on academic or social progress?

