

## Hillview Middle School Private School Mandatory Information Form and Checklist

Every year, 30-45% of Hillview students apply to private school. To ensure the process runs smoothly, there are a number of actions outlined below your student is required to complete **NO LATER THAN November 17.** Any materials or requests received after the 17th will be processed once 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.

Below is a checklist for your use.

\_\_\_ **Hillview Student Information Form** Please fill out and return to the Hillview Office a copy of the Student Information Form. It is attached below or can be obtained from the HV web site 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 recommendations. **EVERY STUDENT must complete and return this MANDATORY form to Ms. Bosch in the office no later than November 17.**

\_\_\_ **Request for Records/Transcripts** This form comes in your application packet of the school you are applying. A parent or guardian must sign it and provide an **original/signed 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 global 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 to Ms. Bosch** for each school to which you'd like records sent or the admissions office email address if they receive records by email.

\_\_\_ **Teacher Recommendations** Students should request recommendations and provide teacher recommendation forms **DIRECTLY** to no more than two teachers. Teachers may schedule an interview with your child prior to writing the recommendation if they feel more information is necessary. 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 recommendations sent.

\_\_\_ **Administrator/Counselor Recommendation** Your grade-level counselor will provide these recommendations. They may schedule an interview with your child prior to writing the recommendation if more information is needed. Please make sure counselors receive the electronic request from Ravenna directly to their [mpcsd.org](mailto: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 you require a recommendation.

\_\_\_ **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 filling out a Planned Absence Form to **make up any missed work**. Please do not plan multiple shadow visits on consecutive school 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.**

If you have any questions, please contact Monica Bosch at [mbosch@mpcsd.org](mailto:mbosch@mpcsd.org) or [650-326-4341 x 2001](tel:650-326-4341)

**Hillview Middle School**

**Mandatory Student Information Form**

***Return to Ms. Bosch no later than November 17, 2022***

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

School(s) to which you are applying:

School Name	Shadow Date	School Name	Shadow Date

**Teacher Recommendations:** List the **TWO** names of the teachers whom you will be asking to fill out recommendation forms. In general, private schools **require the current school year's English and Math teacher**. Please **do not** request more than two teachers UNLESS it is explicitly required by the private school application.

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

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

**Counselor/Administrator recommendations:** Your grade-level counselor will complete these recommendations.

**Students**, please provide below 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?