



HIGH SCHOOL APPLICATION PROCESS FOR 8TH GRADE PARENTS

If your student is applying to a private high school, please follow these procedures for submitting your requests for teacher recommendations and records release:

- **Send all forms to Mrs. Grunenberg in the office.** She keeps the master list of students and schools, and she also distributes the forms to the teachers and administration. Please do not send forms directly to the teachers or other staff members as they will not be logged into the master list and might be overlooked.
- **For Catholic high schools** – Send one set of recommendation forms and check off the Catholic schools to which you are applying. All the Houston Catholic high schools use the same recommendation forms, (Math teacher, Language Arts teacher and Principal), with the exception of St. Agnes, who does not require the Principal recommendation. StJPII will send a copy of your child's forms and records to each of the designated schools. Also, you must include a **signed records release** authorization form for each high school.
- For other private high schools – **Send a copy of that school's recommendation forms and signed records release authorization form.**
- **Please do not ask teachers to download your forms from school websites.** This is the student's responsibility, and the teachers do not have time to do this for eighty students.

All high school recommendation forms must be received in the office no later than Thursday, December 1st. This allows the teachers and administration sufficient time to complete a thorough and thoughtful recommendation for each student and compile their records after the first semester grading period. StJPII will courier all forms to the schools according to their respective due dates (the due date for recommendations and records are separate from your student's application due dates).

Lastly, please note: if you choose to check the progress of your application at your respective high school(s), it may often indicate that school records and/or recommendations have not been received. Most of the high school's admissions teams do not upload that information until all of their paperwork has been reviewed – which is typically in late February.

As long as you follow these procedures and timelines, please rest assured all forms and records required of us for your student are turned in on time.

We appreciate your cooperation in following these guidelines.