

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 Authorizations**:

- **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 seventy students. You will find these forms under Admissions on the high school's web page.
- **For Catholic high schools** – Send one set of recommendation forms and check off the Catholic schools to which you are applying. Most of the Houston catholic high schools use the same recommendation forms (Math teacher, Language Arts teacher and Principal). The exceptions are St. Agnes and Duchesne. 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.**
- **Send all forms/requests 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.

All high school recommendation and authorization forms must be received in the office no later than Friday, 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 on line at your respective high school(s), it may often indicate that school records and/or recommendations have not been received. This does not mean we have not sent them your student's information, this means the high school's admissions teams do not upload complete 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.

