

**FROM THE SCHOOL COUNSELORS:**

The Counseling Office is aware that there are always a few Hopewell Valley families who choose to pursue application to private secondary schools for their children. Listed below are the guidelines regarding transcripts and recommendations for applications to private schools:

**NOTE:**

**For all schools that you are applying to through the SSAT, there is no need to send recommendation forms from each individual school. The SSAT recommendation form is the common form for all of these schools.**

**For schools that you are applying to directly (i.e. NOT through the SSAT), we will need a separate recommendation form for each school.**

1. All teacher recommendation forms must be given directly to the subject area teacher along with an addressed, stamped legal size envelope.
2. The Guidance Office only handles Counselor recommendations and transcript requests. No stamped envelope is required.
3. Upon receipt of the Counselor Recommendation forms from your student, we will give him/her an envelope which includes:
  - a release of information form
  - a student questionnaire form to be completed by the student
  - a parent questionnaire form to be completed by the parents.Parents must sign a release of information form in order for us to send copies of your student's transcript to SSAT or directly to the schools. The information contained in the questionnaire forms helps us write a more complete and accurate recommendation for your student.
2. From the date we receive the information forms from your student, we require two weeks' time to complete and send out the recommendations and transcripts. Please keep this in mind as you consider application deadlines.
3. No recommendations or transcripts will be sent out before the end of the first marking period.
4. **ALL** recommendations and transcripts will be sent directly to SSAT or the Admissions Office of the school that your student is applying to. No recommendations will be sent home with the student to be included in your application packet. This is also true for teacher recommendations.

We thank you in advance for your cooperation with these guidelines. If you have any questions, please call your student's school counselor.