

From: Brown School Counseling Department

To: Families Applying to Private Schools

If you are considering applying to private schools, below are the guidelines for the application process. We are happy to complete these forms for you. These guidelines will allow us to meet your application deadlines. If the following guidelines are not met, we are unable to guarantee that your deadline will be met.

Please complete all items on the following checklist and return it to your child's school counselor with your application materials to ensure that his or her application is completed on time.

- Inform your child's counselor and teachers as soon as you are aware that you are applying to private schools.
 - Provide a list of schools to which the student is applying and application due dates.
 - The teachers and counselor must have written/email permission to complete online recommendations for each school. Receiving a request from a school to complete an online recommendation stating you have given consent is not enough. This is to ensure students' privacy.**
- Counselor/school recommendations and/or transcript requests must be given or emailed (if electronic) to your child's counselor **at least three school weeks** (not including vacations) prior to the deadline of the application.
 - Please make sure that you have signed the release for the transcript and complete the name and address portion of the form.
- Please provide your child's counselor with an 8x10 envelope addressed to each school. **Each envelope must have four stamps.** Even if the application is electronic, the envelope is needed to send the transcripts.
- Students must see their counselor for a meeting prior to completing their recommendation.
- Academic recommendations must be given **directly** or emailed (if electronic) to teachers **at least three school weeks** (not including vacations) prior to the deadline.

- Please provide each teacher with a business-sized envelope with postage that is pre-addressed to the private school (if not using an electronic application).