



Pollard Middle School Protocol for Private School Recommendations

- The Grade Level Offices (Grade 7 or Grade 8) are the starting point for all private school recommendations. This is necessary for tracking purposes and adhering to deadlines.
- There is one contact for the private school process at Pollard Middle School: The grade level secretaries: **Deb Negoshian (G7)** or **Gianna Giannacopoulos (G8)**.
- All requests for recommendations should be submitted to the *Grade Level Offices no later than 4 weeks before* the private school application deadline. Requests received after this time may not be completed in time.
- We use a standardized recommendation form for all schools. For any additional forms, please drop these off all together (typically 1 is for ELA teacher; 1 for Math teacher; and 1 for the Administrator or Guidance Counselor). Please note that most forms have a “personal information” section that must be completed by the family before giving them to the office with the signed authorization (“release of records”) at the top.
- An individual stamped and addressed business envelope (#10) must be included for each recommendation form (total of), as well as a large manila envelope (9x12), addressed to the school of choice and stamped with 3 first class stamps so that we may mail the student’s test results and transcripts. All recommendations will be mailed directly to the schools.
- Some schools provide an online link. It is the decision of the person writing the recommendation, whether he/she wants to write the recommendation online or provide a hard copy.
- Each student is asked to complete the **student questionnaire** which will be sent to their school email account after all materials have been submitted to the Grade Level Office. This completed questionnaire, along with a meeting with the Guidance Counselor, allows the Guidance Counselor’s recommendation to reflect the student appropriately.
- The grade level secretaries will contact you when we **receive an application and when it is complete and submitted**. Please do not contact teachers directly about time lines and refrain from contacting the office to check on the status of an application.