



Pollard Middle School Protocol for Private School Recommendations

- **Any student planning on applying to private schools should first approach their teachers and counselors *to ask them* for recommendations.**
- All requests for recommendations and transcripts should be submitted to the Pollard ***no later than 4 weeks before*** the application deadline. Requests received after this time may not be processed in time.
- Pollard school counselors are the primary contact for all private school applications and are responsible for the submission of all transcript materials and Administrator/Guidance recommendations.
- Many private schools provide an online application. It is the decision of the school personnel writing the recommendation, whether he/she wants to complete the recommendation online or provide a hard copy. If all applications are through the same portal (e.g. Ravenna) it is likely, but not guaranteed, that teachers will complete the recommendation online. **Please do not send online recommendation links until your student has connected with teachers/counselors. If applying on-line, you must contact the site directly to connect the appropriate counselors and teachers to your student's account. If you are utilizing more than one portal, teachers may opt to provide a recommendation written on a standard Pollard form.**
- **If applications are not to be completed online or you are applying through more than one online portal** paper copies of each application should be provided along with individual stamped and addressed business envelopes (#10) for each recommendation form and a large manila envelope (9x12), addressed to the school of choice and stamped with 3 first class stamps for student test results and transcripts. All recommendations and transcripts will be mailed directly to the schools.
- Please do not contact teachers directly about time lines and refrain from contacting the office to check on the status of an application. The grade level office will contact you when **applications are complete and submitted.**