

OTTOSON MIDDLE SCHOOL
GUIDELINES FOR THE PRIVATE SCHOOL RECOMMENDATION PROCESS

We have developed these guidelines to help ensure that each student's private school application process will go smoothly.

1. Please provide a folder for each individual teacher request (Math, English, etc.).
2. In addition, a folder should be provided for the Administrator/Guidance Counselor in order to complete the school report and provide the student records.
3. Ottoson will send out three transcript requests free of charge. **For more than three requests, please provide \$5.00 per transcript request.**

Please confirm the following items below:

- The personal information on the top portion of *each* recommendation form has been filled out completely and legibly (full name and address).
- Please make sure you sign the Release of Information section in order for Ottoson to release transcript information.
- A complete list of the schools to which the student will be applying
- Application deadlines listed for each school
- Stamped envelopes for each teacher recommendation request (English, Math, etc.). For the Administration/Guidance envelope please provide two stamps on a standard letter sized envelope.**
- Provide a brief summary of the student's strengths, extracurricular
 - Interests, hobbies and community activities. (See parent "Brag Sheet" form)

GUIDELINES FOR ENSURING THAT THE PROCESS RUNS SMOOTHLY:

A. PLEASE DELIVER APPLICATION FOLDERS AT LEAST **3 WEEKS** PRIOR TO THE SCHOOL'S DEADLINE DATE TO ENSURE A TIMELY RESPONSE.

B. Please deliver the folders (with the information listed above) to each teacher's and the Administrator/Guidance Counselor mailbox in the Ottoson main office.

C. PLEASE NOTE: JANUARY 1ST DEADLINES All application requests that are due by January 1st must be submitted to the Ottoson Middle School staff by December 1st.

D. We recommend that students set up an appointment to meet their Guidance Counselor/Administrator to go over any questions that may be on the recommendation form.

E. Reminder: Recommendations are confidential between the requesting school and Ottoson Middle School personnel.

F. If you have questions regarding your child's recommendations, please contact the individual teacher and/or Guidance Counselor/Administration through e-mail.