RACHEL CARSON MIDDLE SCHOOL PRIVATE SCHOOL/PROGRAM APPLICATION PROCESS FORM

Please ensure you have completed this form and the checklist in its entirely prior to submitting it to Student Services.

_____   _____   _____
Name (last, first and middle initial)   **Team Assignment**   **Student ID#**

CHECKLIST:

☐ Complete the information requested on this form below.
   o Please note transcripts/records will be submitted to each school electronically

☐ If Teacher Letter of Recommendation is required, submit "Request for Teacher Letter of Recommendation Form" & any required emails directly to the teacher.

☐ If a Principal or Counselor Letter of Recommendation is required, submit the "Principal or Counselor Request for Recommendation Form" & any required emails directly to your student's counselor
   o Ms. Gina Fajardo
   o Ms. Esther Ferrell
   o Ms. Elizabeth Schires
   o Ms. Brenda Humphrey
   o Ms. Rebecca Little

☐ **Turn in this Private School Application Process Form & the "Consent for Release of Education Records" Form to the Student Services Department.**

Please submit this form & requests for recommendations at least
2 WEEKS before the application deadline

Transcript Fee: The first requested copy of the transcript is free; each additional transcript request is $5 **per** transcript. Payment is accepted through MySchoolBucks only Rachel Carson Middle School will not email transcripts until payment has been received.
Example: if your student is applying to 3 schools, the 1st request would be free & you would pay a total of $10 for the 2nd & 3rd transcripts.

Date of Request	School or Program (Name and Email Address OR Portal)	Date Application is Due to School/Program	Transcript Requested *(Yes or No)*	Standardized Test Scores Requested *(Yes or No)*	504 Plan or IEP *(Yes or No)*	Name of Teacher(s) Providing Recommendation **(Separate form required)**	Transcript Request Fee	For Student Services Use Only Date Sent from Student Services
	1.						**FREE**	
	2.						**$5.00**	
	3.						**$5.00**	
	4.						**$5.00**	