

# Private High School Application Procedure

## Family's responsibilities

- ✓ Family will submit all private school forms from the application packet (including teacher recommendation forms and envelopes) **directly** to Paul Suminski, Assistant Principal, DPMW, in the Deer Path Middle School, 7/8 main office (postage not necessary).
- ✓ Family will allow up to 10 school days for completion of all the application documents (there are no exceptions-so please note application deadlines)

## Student's responsibilities

- ✓ Student will personally inform the individual teachers of his/her intention of applying to private high school prior to submitting the forms to the school
- ✓ It is highly encouraged, out of respect and appreciation, that the student personally thank (verbally or written) their teachers for their time and energy in completing the recommendation letters

## Deer Path's Responsibilities

- ✓ Administrator will organize the student's file once the application is received from the family
- ✓ Administrator will immediately distribute the student's blank recommendation forms to individual teachers, allowing 10 school days for completion
- ✓ Administrator will copy student's official transcript file, which includes all progress reports and standardized test scores from grades 6-8
- ✓ Administrator will receive each individual teacher's completed, signed, and sealed recommendation forms (envelope provided by the family or prep school)
- ✓ Administrator will compile the documents and mail out the official school packet **directly\*** to the private high school within 10 school days of receiving application packet from the family

**\*Please note that even though Lake Forest Academy instructs the family to send the completed file on their own, DPM has an agreement with LFA to send the school's file directly to the Admission Office for confidentiality reasons**

## Teacher Responsibilities

- ✓ Teacher will have up to 10 school days to complete their recommendation form(s)
- ✓ Teacher will keep a copy of the completed recommendation for their personal file
- ✓ Teacher will submit completed, signed, and sealed recommendation form directly to the Paul Suminski, Assistant Principal, within 10 school days of receiving form\*

**\*English teachers may need to include a copy of a student's graded essay with their recommendation form**