

## GWMS Guidelines for Applying to Private Schools

### TRANSCRIPT REQUEST INSTRUCTIONS:

- Go to the GWMS Website/Guidance Link
- Download Transcript Request Form
- Complete form for each school you are applying to
- Bring form and \$\$ to the Guidance Secretary

### HOW TO ASK TEACHERS FOR RECOMMENDATIONS:

- Student must personally ask teachers for the recommendation.
- Student must provide their teacher, one month in advance, before recommendation is due.
- If a recommendation is to be mailed, Student must supply the teacher with a stamped envelope. It must be addressed as per the private schools directions.
- Student must fill out ALL STUDENT SECTIONS.
- Students must provide the teacher with an outline of student bio, if appropriate.
- Student should limit the number of recommendation requests to staff. It is very time consuming for teachers and administrators to fill out recommendations, and this should be taken into consideration.
- PLEASE Only request recommendations for those schools you are Seriously considering attending.

Any Questions? Please contact the Guidance Office

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