

October 1, 2021

To: Eighth Grade Parents

From: Miss Danielski

Re: Process for Submitting High School Recommendation Forms

1. Read all directions carefully on the recommendation forms that the high school requires from St. Paul the Apostle School (ENGLISH, MATH, PRINCIPAL, PASTOR, TRANSCRIPT RELEASE). Please take note of the due dates for each school and submit them to St. Paul's in a timely manner so that the administration and teachers have sufficient time to write a thoughtful recommendation for your child.

You may submit forms to St. Paul the Apostle starting **December 1, 2021**.

2. Follow the steps that the high school provides to digitally* transmit the form to the following administrators and teachers:

pastor form--Father Gil

principal form--Ms. Pinkofsky

English form--Miss Danielski

math form--your child's math teacher

*Crespi High School--Paper forms for administrators and teachers should be given to Miss Danielski. No envelopes or postage is necessary.

3. Please be sure to sign and send the **TRANSCRIPT RELEASE FORM** that the high school provides to Jill O'Callahan so that St. Paul the Apostle School can release your child's grades and transcripts to the high schools.

4. The first two sets of recommendations and transcripts are free. Please send a check for \$25.00 for EACH additional high school to the attention of Jill O'Callahan. No additional forms can be processed without the fee. Checks should be made out to St. Paul the Apostle School.

Thank you in advance for your cooperation.