

Hello Hamilton Community,

Having received the first private school application today, thought it would be helpful for all families to know the procedure. Depending on the Private school you will be instructed to either:

- Complete the online application form, assign Ms. Peila as HIMS contact person no later than **December 1st**. All records are scanned and sent to RAVENNA SOLUTIONS. **If you would like to send snail mail, please follow the below instructions.**
- Drop signed application form along with a self – addressed envelope with four (4) stamps to Rm 105 C, Ms. Peila, no later than **December 1st**. Needs to be one (1) request/envelope per school. Please be sure to place stamps on envelope!

Information that is sent for each student:

1. Academic History for the last two (2) years
2. Test scores for the last two (2) years
3. Disciplinary notations
4. Attendance record
5. Other if requested by the private school

Please note that HIMS office staff does not handle teacher recommendation forms. Student must

- Hand Deliver “teacher” evaluation to staff of his/her choice with a self addressed envelope with one (1) stamp. This is mailed separately by the teacher.

Since HIMS semester report cards will not be ready by many deadlines, contact is made with each requested school. HIMS has an agreement that the semester grade report will be sent as soon as they are available if requested by school for additional information. A comprehensive list of application requests and dates sent, is kept for one (1) year, please email Ms. Peila if you have any questions.

It is important that **you** address the envelope so that mistakes are not by made by HIMS that may hold up your child’s application process. Email or faxed requests are not processed.

Applications to private schools are due in January; however, the deadline to turn in your application forms and teacher recommendation request to HIMS registrar and teacher is December 1st. This allows us to mail/scan them BEFORE winter break which starts on the 17th. Any request received after December 1st cannot be guaranteed to be received by the private institution by January deadline. Staff and students return to building on January 3rd.

Thank you,
Ms. Peila
Registrar
elpeila@seattleschools.org