

# PRIVATE SCHOOL APPLICATION PROCESS

## For the 2018-2019 school years! DEADLINE DECEMBER 1st

Hamilton processes two (2) application requests at no charge. Additional requests are accessed a \$5.00 surcharge per request. Please include a check or money order (if appropriate) at the time that you submit application. Make checks payable to HIMS, on the memo line write **your** "students name" and "records request".

Depending on the Private school that a student is applying to, you will be instructed to either:

- Complete the online application form (if using Ravenna Solutions), assign Ms. Peila as HIMS contact person. All records are scanned and sent to **RAVENNA SOLUTIONS**, they will upload records to all schools that are checked off on the form. **This form, regardless of the number of schools requested is considered One (1) request.**
- Catholic high schools in the Archdiocese of Seattle utilize the same form, please go to the website of any Catholic School and follow their instructions. **Each school checked off on this form, counts as a separate request.**
- **Each additional school not included in either of the above forms count as one (1) per request**

Information that is sent for each student:

1. Academic History/Report Cards for the last two (2) years (if available)
2. 1<sup>st</sup> Quarter report Card of current year
3. Test scores for the last two (2) years (if available)
4. Disciplinary notations
5. Attendance record
6. Other info as requested by private school

If **you** prefer to mail these records, please include a 9" x11" self-addressed manila envelope with four (4) stamps affixed for each request. It is important that **you** address the envelopes so that mistakes are not made by HIMS staff that may hold up your child's application process.

**Email or faxed requests are not processed.**

**Please note that HIMS office staff can't handle teacher recommendation forms. Student must,**

- Hand deliver "teacher" evaluation to staff of choice with a self-addressed envelope to the school/s of your choice with one (1) stamp affixed. These are mailed separately by the teacher.

Since HIMS semester report cards are not issued by many deadlines, contact is made with each requested school application team to let them know that they will be sent the week of February 12th.

A comprehensive list of application requests and date sent is kept for one (1) year, please email Ms. Peila if you have any questions.

**Thou most applications to private schools are due in early January, the deadline to turn in your application forms/teacher recommendation requests to HIMS registrar/ teachers is 3:00PM December 1st, this will allows us to mail/scan them BEFORE winter break, which starts on the 18th. Any request received *after December 1st* can't be guaranteed to be received by the private institution by that schools application deadline and will be processed as we are able. Staff and students return to building on January 2nd.**

Thank you,

Ms. Peila

Registrar

elpeila@seattleschools.org