

Private School Applications Procedure

1. ALL private school applications should be sent directly to the Records Coordinator.
2. Please use the form titled “Private School Applications” when submitting the application (see below).
3. Parents are required to pay \$2.00 per Private School Application requested. This covers envelope(s) and stamps.
4. Clearly indicate any deadlines along with your name and contact information in case of questions.
5. The various forms will be distributed to the teachers and/or counselors as requested.
6. When all the forms have been completed and an official transcript printed, the entire application will be mailed out.

If you have any questions, you may contact the Records Coordinator, 470-254-8609.

Private School Applications
(Use a separate form for each school)

Parent Name: _____ Daytime Phone: _____

Student Name: _____ Current Grade: _____

Date Requested: _____ Applying for Grade: _____

Date to be Mailed: _____ Applying to: _____

Name of Teacher completing form: 1. _____

Name of Teacher completing form: 2. _____

Name of Counselor / Principal completing form: _____

Records requesting: Please indicate **ALL** records needed.

Transcript for school year(s) _____

Transcripts for the fall semester cannot be processed until January.

Please note: our transcript only includes grades for middle school years. We do not have elementary school grades.

Report Card _____

Discipline Record _____

Standardized Test Results _____

Other _____

Parent(s): Parents are required to pay \$2.00 per Private School Application requested. This covers envelope(s) and stamps: _____

Applications: ALL private school applications are coordinated by the Record Coordinator. She will distribute the various forms to the teachers and/or counselors as needed. When all the forms have been completed, and an official transcript has been printed, the entire application will be mailed.

Questions: If you have any questions please contact the Records Coordinator at 470-254-8609.