

# Our Lady of Good Counsel Catholic School

611 Knowles Ave ~ Southampton PA ~ 18966

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## High School Application Process

**Dear Students and Parents,**

Eighth grade is a very important and exciting time. Below is key information to help answer all of your questions and make the high school application process as smooth as possible.

### Requests for Transcripts

- All requests go to Mrs. Matysik in the school office
- Parents must include a **stamped, addressed envelope for each school** to which the student is requesting transcripts to be sent. It is recommended that you send in manila envelopes addressed to the appropriate schools with three stamps on each envelope.
- Allow a minimum of 7 to 10 days for transcripts to be processed.

### Letters of Recommendation

- Student must write a **letter of request** addressed to the specific teacher or principal asking for a letter of recommendation.
- Student must attach his/her **resume** to the letter of request as a reference.
- If not an online recommendation, a **stamped, addressed envelope must be provided for each recommendation.**
- Allow a minimum of 7 to 10 days for recommendations to be completed.
- Only the number of recommendations requested by the high school should be sent. This is not a case of more is better; this is a case of being able to follow directions.
- Students should acknowledge the fact that the teachers and / or principal have spent their valuable time writing recommendations. A **thank you note** would be appropriate.

## **Other Important Information**

- Parents are required to **make copies of their children's report cards and Terra Nova scores** and mail them to the appropriate schools.
- High school entrance **test prep books** are available at most book retailers like Barnes and Noble.
- **Please keep us informed.** Many times faculty members write recommendations for students and when the student is accepted to a certain school, he or she does not inform the teachers who wrote their recommendations.
- If a **student receives a scholarship**, a copy of the original scholarship letter must be given to the child's homeroom teacher in order for that child to be acknowledged in the newsletter and at graduation.
- **Visitation Days-** you might want to consider having your child visit schools on the following days when OLGC is off: **Monday, October 2<sup>nd</sup> and Tuesday, October 3<sup>rd</sup>.**
- Each 8<sup>th</sup> grader will be given **one free "floating" day** to visit a high school. This is a day where the student may visit the high school of his/her choice for the entire day. The student will not be marked absent as long as they bring a note from the school that they visited as documentation.
- It would be very beneficial for each student to have **special folder** dedicated for the high school application process.

Please keep this paper in a safe location in order to use as a reference. Thank you for following the above guidelines, and may God bless you as you begin to explore this next chapter of your educational career.