

October 2021

Dear Parents,

**Most of you have started exploring options for your child's next school. If not, please remember that parents initiate the process with each of the middle schools, so you should begin your search, if you haven't already. The following information should help answer questions you may encounter along the way.**

### **Forms**

A majority of the middle schools require you to register in portals that will guide you through the process. Some middle schools may involve hard copies, so be sure parents and students sign all of the forms in each of the required spaces or in each portal. Paper forms can be given to Kate McBryar or to Anne Lee in the main office.

**IMPORTANT:** If sending Teacher or Administrator recommendations through a portal, you must send them directly to the email of the person who must complete it, which should be the following persons:

- Math Recommendation to Catherine Leckenby at [cleckenby@stns.org](mailto:cleckenby@stns.org)
- Language Arts Recommendation to Alice Clark at [aclark@stns.org](mailto:aclark@stns.org)
- Administrator Recommendation (if required) to Mark Fallo at [mfallo@stns.org](mailto:mfallo@stns.org)

*Please complete the necessary steps in each school's portal or turn in hard copies **by the Thanksgiving break.** Since many students apply to multiple schools, this allows us more time to complete recommendations.*

### **What St. Nicholas Sends**

**IMPORTANT:** As noted in the Handbook, *"If any student account has an outstanding balance during the academic year, no transcripts, unofficial transcripts, grade reports, standardized testing, teacher recommendations, or records of any kind will be released until such time as the account is paid-in-full."* Parents will be contacted by the Business Office if a student's records will be held due to a past-due balance.

We send these documents to each of the schools to which our students apply:

In early December, we'll send the following:

- each student's standardized test scores
- each student's Level 6 spring evaluation (or most recent report card).

We'll send the L7 ERB and Stanford once we receive the scores, so in early January.

Later in January, *after conferences*, we send the following:

- teacher/administrator recommendations
- each student's January mid-year evaluation for Level 7.

Finally, during the summer, to the designated school, we send the Level 7 end-of-year evaluation, the ERB from L. 7, and any other documents each school needs, such as immunization records.

Sincerely,



Since 1958

*... where the love of learning takes root.*

