Ephraim Curtis Middle School
22 Pratts Mill Road • Sudbury, Massachusetts 01776-2623
Telephone 978-443-1071 • Fax 978-443-1098 • www.sudbury-k8.org/curtis

Stephen Lambert, Principal
Angela Menke, Grade Administrator
Kelly Campbell, Grade Administrator

Private School Recommendation and Records Release Procedure and Guidelines

If your child is applying to private school, please send recommendation forms and records release forms to Tara McElroy or Rachael Robiner, main office secretaries. To ensure that this process is efficient and expedient, please follow these guidelines:

- Prior to submitting any forms, please ensure that your child contacts each of the requested teachers/counselors to ask for their assistance in providing a recommendation.

- Send all forms to Tara McElroy/Rachael Robiner in the main office—do **not** send recommendation forms directly to teachers or counselors as we use our own standard secondary school recommendation form, not that of the individual school.

- In order to send records and recommendations to the private school, we **must** have a signed parental release. This is usually provided with the private school application form, but if it is not included, please send a separate note giving us permission to send out the recommendations and records to each school.

- Label each recommendation form with your child's name, grade and any other relevant information. To prevent a delay in the process, please make sure that the materials you provide are complete.

- **Mailing Procedure**:

    - Please include a large (**10 x 13) stamped** mailing envelope with the forms, so that we are able to mail them out quickly when the recommendations are complete.
    - A postage amount of **$2.00** should cover the cost of the mailing.
    - Also, leave the **return address blank** as we will fill this in indicating that the materials came from our school.

- We encourage you to submit all forms as early as possible. This will allow teachers and counselors ample time to complete recommendations as it becomes very difficult to receive a number of requests close to deadlines. ** Please be aware of the following timeline of submitting forms to Tara McElroy/Rachael Robiner at the main office according to the application schedule:

    - **By December 3, 2010 for a January 3, 2011 deadline**
    - **By December 15, 2010 for a January 14, 2011 deadline**
    - **By January 7, 2011 for a February 1, 2011 deadline**

- Please direct any questions about the status of recommendations to the following counselors:

    - Ivar Henningson, Grade 8 ext. 1112
    - Ann-Noelle McCowan, Grade 7 ext. 1113
    - Chris Hardiman, Grade 6 ext. 1114

Thank you very much for your assistance and cooperation with this private school application process.

The ECMS Counseling Department revised 11/10