

## **IMPORTANT INFORMATION FOR PARENTS REGARDING THE 2018 - 2019 HIGH SCHOOL APPLICATION**

1. Applications for the 2018 - 2019 school year may be downloaded from the high school's website. Most high schools now have the option for parents to fill out an online application. **Parents are responsible for submitting the application form and fees to the high schools themselves. Please do not send the application form and fees to St. John Eudes. Parents are responsible for meeting deadlines.**
2. Different schools require different types of recommendations – from the teachers, the principal and sometimes, the pastor. Transcript Request Forms and Recommendation Forms may be downloaded from the high school's website. Hard copies of the Transcript Request Form and Recommendation Forms for **EACH** of the High School your child is applying for has to be **completed with all informational data and signatures before submitting them to Ms. Stula**. Pastor recommendation forms must be turned in to Ms. Stula with all the other forms. The school office will obtain the necessary signatures for these forms. **Forms with missing information and signatures will be sent back and can cause unnecessary delays in processing your child's recommendation forms.** Please contact Ms. Stula if you have any questions or concerns.
3. Aside from the Transcript Request and Recommendations, a résumé needs to be submitted with **each** high school's recommendation form. Your child's résumé should include a record of offices, honors, awards received in 6<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup> grades, extra-curricular activities and special talents. **Résumés may NOT be longer than one (1) page.**
4. All **COMPLETED** transcript request forms (one for each high school), recommendation forms with résumés attached for each school are **DUE** to Ms. Stula no later than **Monday, November 6<sup>th</sup>**.
5. St. John Eudes School submits your child's official transcript of records, recommendation forms and résumé to the high school directly. The School Office will take care of sending all these documents to the high schools at the same time.
6. Please understand that your timely submission of all these requirements is imperative.
7. If your child receives scholarship awards and "Honors at Entrance" recognition from the high school, please send copies of letters/certificates to Mrs. Danowitz and Ms. Stula.
8. Send all high school applications and scholarship materials directly to Ms. Stula, **NOT** the school office.

### **SEND TO THE HIGH SCHOOL by PARENTS**

- application form (filled up online for some schools)
- application fee
- scholarship applications & supporting documents
- financial aid applications

### **SEND TO ST. JOHN EUDES c/o Ms. Stula**

- transcript release form
- recommendation forms
- résumé (one copy for each high school application)
- scholarship forms to be completed by the principal, pastor, and teachers