

APPLYING TO PRIVATE HIGH SCHOOLS

Miller Middle School Guidelines

Student Name: _____ Student ID#: _____

Is your student currently attending Miller? Yes No Graduating Year: _____

Will you be using Ravenna to apply: Yes No



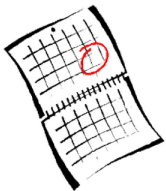
Step 1:

Review the application process with the admissions office of the private high school(s).



Step 2:

Determine which forms need to be completed online and which documents need to be filled out by Miller staff.



Step 3:

Check application deadlines. Please allow Miller staff **four weeks** or more to complete recommendations.



Step 4:

Bring or email the forms that need to be completed by Miller staff to the appropriate staff member. The staff will submit online or mail the materials directly to the school(s) to which you are applying.

- Teacher recommendation requests should go directly to the teacher(s) of your choosing. If a document needs to be mailed, please provide a large addressed envelope with two first class stamps. (If the documents are done online, no envelopes/stamps are needed.)
- Transcript requests should go to your school counselor (the same mail guidelines apply as the teacher recommendation requests).
- The Miller staff will submit the forms on or before the deadline provided by the private school. Please be patient and wait for the deadline before checking back with the Miller staff.



Helpful Hints:

Consider giving your counselor and the teacher(s) you've chosen to write your recommendation a "brag list" or student resume that names your extra curricular activities, honors, achievements, and leadership positions. This will help them give you the best possible recommendation.