

Memorial Junior School Guidance Department

Dear 8th grade parent/guardian(s),

If your son or daughter is interested in applying to a private high school **please go to each specific high school's website and print out:**

- **Transcript Request, sign it and have your student bring it to the Guidance Office.**
This form gives us permission to release the academic information to the high school.
- **Teacher Recommendation Forms (if required).** Please have the student speak with the teacher first so they are aware of the request. If the recommendation will be submitted online, please provide instructions to the teacher on how the recommendation is to be completed. A Brag Sheet must be completed by the student. Please bring the completed Brag Sheet to the Guidance Office.
- **Interviews/Visitation:** For Attendance purposes, a visit or interview is an excused absence as long as a note from the school is brought to the Guidance Office when the student returns to school. Please send an email to MJSAttendance@hanovertwpschools.org or complete and send the Google Form the morning of the Interview/Visitation to inform the school of your student's absence.

After the Guidance Office receives the signed Transcript Request our department will:

- complete the school portion of the application
- process teacher recommendations, if necessary
- send all the requested information (*including teacher recs*) to the high school(s) of your choice

Most of the private high schools have deadlines that will have to be met. Please provide the required paperwork to the Guidance Department to allow sufficient time to do all the above – keeping in mind that teacher recommendations may take a week or two to complete. Please have your student complete the Student Brag Sheet and return that to the Guidance Office with the forms outlined above.

The deadline for our department to process high school applications is Friday, November 22, 2024.

When your student makes their final decision on where they will be attending school in the Fall, please complete the High School Selection Form and return it to the Guidance Office. We will then send the final report card, files, and health information.

Thank you for your cooperation. We hope to make this exciting time in your student's life smooth and orderly. If you have any questions, please call the Guidance Office at 973-515-2434.

Sincerely,

Renee Lopez, School Counselor
Dana Lothian, School Counselor
Meg Prosicki, Guidance Secretary

Memorial Junior School Guidance Department

Student Brag Sheet

(To Be Completed if Recommendations Are Needed)

Student Name: _____
(please print clearly)

(Please answer the following questions below or on another sheet. Your responses will help us write an in-depth recommendation that truly reflects your qualities and accomplishments.)

What do you consider the most important achievement(s) during middle school? Why did you select these as important?

In what areas have you showed the most development and growth during middle school?

What are your outstanding qualities and values?

What extra-curricular activities have you been involved in?

Please describe yourself in three or four adjectives or words.

Are there any unusual or personal circumstances that affect your education?

Please feel free to add anything else about yourself.

Student Signature

Parent Signature

*Memorial Junior School
Guidance Department*

My child _____ will attend the
following high school in the Fall of 2025:

Parent's Name (please print)

Parent's Signature

Date