

DSMS Private and Vocational School

Application Procedure

Step 1: Determine which schools your child will be applying to, the application requirements and important deadlines. Many private institutions use online portals such as *Ravenna* or *Gateway to Prep Schools*. Prior to inputting any information into the online portal systems, please follow the steps below.

Step 2: Family (preferably the student) speaks directly with all faculty members who will be asked for involvement in the child's private school application. This may include:

Teacher Recommendations (English, Math, etc): Contact classroom teacher directly ([see directory](#))

School Counselor/Administrator Recommendations: Contact counselor/administrator directly ([see directory](#))

School Report Form/Transcript Request Form/Etc: Contact Heather Olenik (Admin Assistant)
email: olenikh@doversherborn.org

Please complete and email a transcript release form to Heather Olenik. Transcripts cannot be submitted without a transcript release form. On the Ravenna application portal, schools cannot view transcripts until you have submitted your student's application.

The semester 1 interim progress report will be included in your child's transcript to each private school. The semester 1 report card will be submitted when available (usually early February). If your student is accepted and plans to attend private school in the next academic year, the final report card for the year will be sent to that school.

Step 3: Input necessary contact information for school staff members into the online portal system. Please note: The system will email teachers/counselors/etc automatically.

Step 4: Please understand that all faculty members pay close attention to application deadlines and reminders are not necessary. Regardless of the portal, each school is a separate application. In order to give faculty the appropriate amount of time to write a thoughtful recommendation, we must be notified by the DSMS set deadlines below. PLEASE NOTE: Adding additional schools after the DSMS deadlines may cause a delay in materials being submitted on time.

Private School Deadline:	DSMS must receive by:
January 15th, 2025	December 13th, 2024
February 1st, 2025	January 1st, 2025

Step 5: If you have additional information about your child that you would like us to know, please email your child's school counselor directly. If you have any questions about the procedure, please contact Heather Olenik in the guidance department at 508-785-8149 x7126. Please notify Heather Olenik by May 15, 2025 of your child's plan for the following school year.

Final Note: The application process can be lengthy and time consuming for faculty members. A student note of appreciation is always welcomed.