10/9/15

Dear 8th Grade Families,

Each student’s individualized high school application has been distributed in school. If any information needs to be updated or corrected, please write a letter indicating what changes need to be made. **If the home address, telephone number or parent name listed on the application is not accurate, you must submit documentation to Ms. Joan Vreeland** **in the main office to verify the correct/new address.** Students do **not** require a new application as long as all changes are made through the main office.

All absences and lateness are listed on your child’s application, **even** if they were excused. If your child has more than 10 combined absence and lateness, please attach any documentation to the application explaining the extenuating circumstances. Applications are due back no later than **November 23th.** **However, we encourage families to submit their applications once they are completed.** This will give us the time to reach out to families if there are any discrepancies. Students may turn in applications to their advisory teachers or to my attention directly in the main office. Please be aware that all applications require a parent and student’s signature.

Sincerely,

Star Corvinelli

School Counselor

(Continued on back)

## Important Tips For Filling Out Your High School Application

1. List the choices in order of your preference.
2. **Do not list any schools that you will not accept if matched.** **\***
3. Do **not** put any of the specialized high schools on your list of 12.
4. Visit and/or research any schools that you put on your list.
5. All **Non**-Specialized High School Programs have a designated ***Program Code*** and ***Program Name*** that must be listed on the application in the appropriate columns. All program codes and program names can be found in the NYC Public High School Directory. Applications will not be accepted unless programs and codes are listed.
6. All applications must be signed by the student and parent.
7. **Keep a copy of your application for your records.**