



COOPER MIDDLE SCHOOL PRIVATE SCHOOL/PROGRAM APPLICATION PROCESS FORM

Please ensure you have completed this form and the checklist in its entirety prior to submitting it to Student Services.

Name (last, first and middle initial) _____ Team Assignment _____ Student ID# _____

CHECKLIST:

- Complete the information requested on this form below.
 - Please note transcripts/records will be submitted to each school electronically
- If Teacher Letter of Recommendation is required, submit "Request for Teacher Letter of Recommendation Form" & any required emails directly to the teacher.
- If a Principal or Counselor Letter of Recommendation is required, submit the "Principal or Counselor Request for Recommendation Form" & any required emails directly to your student's counselor
 - Sequoia– Ms. Laura Wiley lpwiley@fcps.edu
 - Acadia/Shenandoah – Ms. Michele Saint Germain mvsaintgerma@fcps.edu
 - Denali – Ms. Jill Donnelly jrdonnelly@fcps.edu
 - Everglades/Yellowstone – Mr. Josh Chambers jpchambers@fcps.edu
- Turn in this Private School Application Process Form & the "Consent for Release of Education Records" Form to the Student Services Department.

Please submit this form & requests for recommendations at least 2 WEEKS before the application deadline

Transcript Fee: The first requested copy of the transcript is free; each additional transcript request is \$5 per transcript. Payment is accepted through MySchoolBucks only. Cooper Middle School will not email transcripts until payment has been received. Example: if your student is applying to 3 schools, the 1st request would be free & you would pay a total of \$10 for the 2nd & 3rd transcripts.

Date of Request	School or Program (Name and Email Address OR Portal)	Date Application is Due to School/Program	Transcript Requested <i>(Yes or No)</i>	Standardized Test Scores Requested <i>(Yes or No)</i>	504 Plan or IEP <i>(Yes or No)</i>	Name of Teacher(s) Providing Recommendation (Separate form required)	Transcript Request Fee	For Student Services Use Only <small>Date Sent from Student Services</small>
1.							FREE	
2.							\$5.00	
3.							\$5.00	
4.							\$5.00	