



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) _____ Counselor _____ Student ID# _____

CHECKLIST:

- Complete the information requested on this form below.
 - Please note transcripts/records will be submitted to each school electronically
- If Teacher or Counselor/Principal Letter of Recommendation is required, submit "Request for Teacher Letter of Recommendation Form" & any required emails directly to the teacher or counselor.
 - 7th Grade A-K: Ms. Laura Wiley - lpwiley@fcps.edu
 - 7th Grade L-Z: Ms. Jill Donnelly - jrdonnelly@fcps.edu
 - 8th Grade A-K: Ms. Keyosha Lewis - klewis1@fcps.edu
 - 8th Grade L-Z: Ms. Michele Saint Germain - mvsaintgerma@fcps.edu
- Turn in this Private School Application Process Form & the "Consent for Release of Education Records" Form to your student's counselor.

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 (School Name and Email Address OR Portal)	Date Application is Due to School/Program	Transcript Requested (Yes or No)	Standardized Test Scores Requested (Yes or No)	504 Plan or IEP (Yes or No)	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	