

THURSTON MIDDLE SCHOOL  
**Guidelines For Private School Application Process**

*If your child plans on applying for private school admissions, please adhere to the following guidelines so that we can complete our part in a timely manner. Thank you!*

- 1. Notify the child's Guidance Counselor in writing.**
- 2. Forward documents to specific staff members as appropriate.**  
Please note that we require a ***2-week turn-around period*** to complete and mail documents to desired school.
- 3. For academic teacher recommendations, please provide individual business-sized stamped, addressed envelopes with a Thurston return address only.**  
No envelopes with student's return address will be accepted, which can delay documents being sent to receiving school.
- 4. For the guidance counselor summary (in addition to requested attendance history, MCAS scores, and transcript requests), please provide a large manila sized stamped, addressed envelope with a Thurston return address only.**  
Again, no envelopes with student's return address will be accepted, which can delay documents being sent to receiving institution.
- 5. If you wish for your child's guidance counselor or the principal to write a personal letter of recommendation, your child must complete a questionnaire/and or interview.**
- 6. All requests for SPED evaluations/records should be made directly to Dee Graichen, Director of Student Services, 6-8.**