



## Procedures for Applying to Private, Parochial, or Magnet Schools

1. The Grade 8 Counselor, currently Ms. Arnold as Mrs. Bures is out on maternity leave until the December Holiday Break, will facilitate all release of records, transcripts, report cards and teacher recommendations. Parents/students are responsible for completing and mailing the actual applications.
2. Parents must complete a separate RMS Transcript Request form for each school designating items requested, deadline, and pick-up or mailing. *Please attach any forms provided by the high school, an envelope, and adequate postage if necessary.*
3. Following this, Ms. Arnold will distribute recommendations to teachers, and complete and copy any requested records. Teachers will then return recommendations directly to Ms. Arnold. Please allow five school days for processing of materials prior to mailing or picking them up. All requests must be submitted by December 4, 2009.
4. Feel free to contact Ms. Arnold at any time regarding this process with specific questions or requests. She can be reached at [tarnold@bcps.org](mailto:tarnold@bcps.org) or 410-887-7776 during school hours.