



October 2020

See below our revised policy and paperwork for requesting HS recommendations, report cards and transcripts for private school applications. Please read the instructions carefully, in order to be sure that the schools get what you need.

If the student already requested a recommendation or academic records, please re-submit the request using the new system and linked forms.

You will be filling out a high school recommendation request sheet AND a student information sheet (both linked below). **They must both be completed BEFORE recommendation requests can be submitted.** Students, NOT parents, must ask teachers for recommendations.

Students - In order to fill out the form:

- Make a copy of it in your Google Drive
- Change the title of the document to include your name. **Example: Jane Doe: High School Recommendation Request**
- Share the document with your teachers
- Also email this document to your teachers

- Recommendations must be requested at least two weeks prior to the due date. If you are requesting more than one recommendation from a teacher, provide one additional week for each recommendation.

- Once you understand these instructions, click here to get

started: [Recommendation Cover Sheet & Student Information Sheet](#)

- If you need transcripts or report cards please fill out this Google [Record Request Form](#) as many times as necessary.

- All recommendations must be electronic. If paper transcripts must be mailed to a school, a self-addressed stamped envelope with appropriate postage must be provided to the main office.

Jessica McInnis
School Counselor
jmcinnis@schools.nyc.gov
212.360.0114 x3