

Private School Application Process

Parents, we are happy to complete paperwork to accompany your child's private school application. So that we can respond to all requests in a timely manner, we appreciate your following the procedures below:

- Label each teacher evaluation with the teacher's name and provide a stamped, addressed envelope so that the teacher may send at her convenience. These papers will be placed directly in each teacher's mailbox if brought to front office.
- Requests for attendance and other permanent records (i.e. transcripts, progress reports, standardized test scores, etc.) should be directed to Mrs. Suzanne Weil, AES front office, along with an addressed envelope with enough postage to accommodate all necessary papers.
- All deadlines should be highlighted (please provide is with a minimum of a 2 week window to complete your request).

It is the responsibility of the parent to verify receipt of materials with private school registrar.