SAO/Gateway to Prep Private School Application Process

Timberlane Middle School

Please be aware of the following guidelines regarding transcript and recommendation requests as you navigate the private school application process:

- If the school(s) to which you are applying accept SAO or Gateway to Prep there is no need to bring us any forms from the schools themselves. Such forms are only necessary for schools that do not accept SAO/Gateway to Prep
- When completing the **transcript request process in SAO or Gateway to Prep**, please enter the following contact information for our counseling office secretary:
    - *Zoe Madamba - 609-737-4004 x4110 - zoemadamba@hvrsd.org*
- When completing the **principal/counselor recommendation request process in SAO/Gateway to Prep**, please enter contact information for your School Counselor or the administrator you would like to submit a recommendation on your behalf
    - *NOTE:* Please be sure to speak with your counselor/principal about this in-person prior to submitting the online request!
- When completing the **teacher recommendation request process in SAO/Gateway to Prep**, please enter contact information for the teacher who you would like to submit a recommendation on your behalf. Teachers will submit their own recommendations. They will not go through the counseling office.
    - *NOTE:* Please be sure to speak with your teacher(s) about this in-person prior to submitting the online request!
    - NOTE: As of October, Mrs. Warner will be on maternity leave and students should select Mr. Turnbull or Mrs. Posella
- Once a student submits a transcript/recommendation request in SAO/Gateway to Prep, they must complete and submit the following documents to Ms. Madamba (student and parent question form can be sent directly to Mr. Turnbull if you asked him for a recommendation) in the main office:
    - **transcript release form**
    - **student questionnaire form** to be completed by student
    - **parent questionnaire form** to be completed by parent/guardian(s)

The release form gives us permission to send the student's records to SAO/Gateway to Prep or other schools, while the questionnaires will help your recommender submit the most accurate and complete recommendation possible. **We cannot submit anything until these three completed forms are returned to Ms. Madamba in the main office.**

- Once these forms are returned, we require **TWO WEEKS** time to complete and send recommendations and transcripts. Please do not wait until the last minute!
- No recommendations/transcripts will be sent prior to the end of the first marking period
- All recommendations and transcripts will be sent directly to SAO/Gateway to Prep or the schools' admissions offices (if they don't accept SAO/Gateway to Prep). No recommendations (teacher, counselor or principal) will be sent home with a student.

Thank you in advance for your cooperation with this procedure. If you have any questions, please see the contact information below.

TMS Counseling Services:

Grade 6: Terri Stimmler - ext 4125 - terristimmler@hvrsd.org

Grade 7: Sydney Flyge - ext 4115 - sydneyflyge@hvrsd.org

Grade 8: Leah Posella LOA for Michelle Warner - ext 4116 - leahposella@hvrsd.org

Main Office Secretary in charge of Counseling: Zoe Madamba - ext 4110- zoemadamba@hvrsd.org

Principal: Chris Turnbull - christopherturnbull@hvrsd.org