



GROTON-DUNSTABLE REGIONAL MIDDLE SCHOOL

344/346 Main Street • Groton, Massachusetts 01450

978-448-6155 • www.gdrsd.org

Ownership - Awareness - Kindness

Wendy Salvatore, Principal

Chris Fleming, Assistant Principal

Michael Day, Assistant Principal

Online Applications

Requesting Recommendations and Transcripts From Middle School Teachers and Staff

Private and Technical schools often require teacher and school counselor recommendations for prospective students. Our school has created the following procedure to help simplify this process.

1. Students should personally inform their teachers and counselor that they are applying to a school and ask if he/she would be willing to complete a recommendation form.
2. Private schools will often require applicants to enter the school email address of any staff member they are requesting a recommendation from. Once the applicant has submitted this information, the staff member will receive an email from the school that contains a link to complete the recommendation form. The Principal/Counselor forms will be completed by the school counselor so use the correct email for that form. **Please allow at least three weeks for the forms to be completed by the school staff.**
3. Parents/Guardians are required to sign a release of transcripts form before the school can send over any supporting documents (i.e., transcripts, grades, attendance, discipline reports). Many of the online applications may include a release. If not, parents are required to sign GDRMS's [transcript release form](#) and return it directly to their child's school counselor.
4. The school counselor will speak to the student about their application(s) either individually or within a small group. Parents should contact the school counselor with any specific questions.

Ms. Leah Nessco

5th Grade, and 8th Grade, last name G-N

lnessco@gdrsd.org

Ms. Cara Zwicker

6th Grade, and 8th Grade, last name O-Z

czwicker@gdrsd.org

Ms. Patricia Ascione

7th Grade, and 8th Grade, last name A-F

pascione@gdrsd.org

5. It is thoughtful if students follow-up with a thank you note or email to the teacher and school counselor for taking time to write their recommendation.
6. After receiving decision letters, students are encouraged to inform their teachers and school counselor of their plans for next school year. Parents are encouraged to inform Brenda Reed in the North main office.

Please be advised that if GDRMS is not informed of a student's decision to attend a school other than GDRHS by May 23rd, student records will not be sent prior to beginning of the next school year.

Parents/Guardians should inform Brenda Reed, breed@gdrsd.org, or your child's school counselor.