



MEMORANDUM

PENNWOOD MIDDLE SCHOOL
1523 MAKEFIELD ROAD • YARDLEY, PA 19067
www.pennsbury.org

TO: 8th Grade Students and Parents
FROM: School Counseling Office
SUBJECT: Private School Recommendations and Transcripts

At this time of year we begin to receive recommendation forms for private schools. It is important that parents and students are aware of the following procedures.

1. All recommendation forms and requests for transcripts must be received in the Counseling Office a minimum of two weeks prior to the application deadline. Allowing more than two weeks will be appreciated and will ensure that forms are completed on time.
2. All requests for release of transcripts must include a parent or guardian signature.
3. Requests must include an envelope addressed to the school where records should be sent. **Please place two stamps on the envelope.**
4. If a teacher recommendation is required, the student should give the necessary forms to the teacher allowing two weeks for completion.
5. Any on-line applications should be sent to the counselor's email address.

We look forward to helping our 8th graders work toward a successful final year in middle school. Although you may be considering options, we encourage you to explore the outstanding educational and extra-curricular opportunities at Pennsbury High School. All 8th grade students will have the opportunity to visit Pennsbury High School.