**PRIVATE SCHOOL APPLICATION PROCESS**

***Plan in advance* to allow for sufficient response time by Chinook staff!**

* Private schools expect to receive grade reports, standardized test results, recommendations, etc. *directly from Chinook*. Therefore it is important to initiate this process as soon as possible.
* There is no guarantee that requests received within 10 days of a deadline will arrive at the admissions office on time.

**When You Need Input from a Teacher or Counselor**

* Contact staff member in person or by email to ask if s/he can prepare a recommendation.
* Clearly state the deadline for submitting the recommendation.
* Deliver a recommendation form ***AND*** a stamped, addressed envelope to ***each*** staff member for ***each*** school.\*\*
* Follow up with staff member in person or by email as deadline approaches for a status report.
* Have your student write a thank-you note to the staff member for writing the recommendation.

**When You Need Input from the Registrar**

* Deliver records request at least 10 days before the deadline.
* Deliver a stamped (*3-4 first-class US postage stamps*), addressed **envelope measuring 9” x 12”** for each records request. The documents will not fit into a standard letter-size envelope. \*\*

**\*\* Many Seattle-area private schools have migrated to Ravenna Solutions to process application paperwork. If a private school uses Ravenna, you do not have to deliver stamped, addressed envelopes to Chinook.**