

Teachers-

We are coming up on Teacher Recommendation Forms season! For those new to our school or who have yet to complete one, let me explain the teacher recommendation process. When parents apply to other schools, there is a step in the process where they must get a teacher recommendation from their child's current teachers. The forms are quite similar and can be digital, through a website, or paper copies. I handle the process for the school as listed below:

- Parents submit the form. They have been instructed to send them to me by either entering my email on the digital forms or giving me the paper copies. If a parent forgets and sends it to you, please FORWARD it to me immediately.
- I log the requests into our online tracking system with the deadline and any guidelines. Most of the forms ask that the teacher refrain from filling it out until they have gotten to know the child.
- Please use a pencil when filling it out so you can make changes if needed.
- Once the teacher has completed it, please turn it back into me.
- I then forward it to your program coordinator for review. If changes are needed, the program coordinator will contact you.
- Once approved by the program coordinator, Debbie approves the form.
- Once the form has been approved by the director, I submit it to the school.
- The entire process is logged in our system, so I know what the status of each form.
- Parents are directed to contact me for any questions.

Thank you for your help with this process! If you have any questions, please don't hesitate to contact me.

Rachel Green

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