

Guidance Information Request Form for STEM Students

This form is to be used by current STEM students and their families when a student is applying to a program (high school, summer enrichment, after-school, etc) that requires any school records or guidance information from the STEM Academy, regardless of whether the program has a separate paper/electronic application form. Please read all instructions carefully!

If you have any questions, please contact Ms. Wentworth (A106) - Lwentworth@sandwich.k12.ma.us

Application Process Instructions:

1. Students & their parents should discuss application requirements and deadlines directly with the programs to which they are applying. Most websites will have this information.
2. If any applications require student records or guidance information, students should fill out the form on the reverse side of this page.
 - This form is only for guidance and school records. It is the student's responsibility to handle any application components not sent from STEM (e.g. interviews, student essays, parent forms, etc).
 - If a student is interested in having a specific teacher write a letter of recommendation, in addition to the guidance information requested on this form, the student should make these arrangements directly with that teacher.
3. If a student requires a letter of recommendation or statement from the guidance office, students should also complete the questions on the bottom half of this form.
4. Parents/guardians should review the completed form and sign the bottom.
5. Any paper applications from the schools to which the student is applying should be attached & turned in with this form. Electronic application links should be e-mailed to Lwentworth@sandwich.k12.ma.us when this form is submitted, if applicable.
6. Students should return all completed forms to the STEM Office (Ms. Wentworth's mailbox) **at least two school weeks before their deadline***.
 - Students will receive a copy of this form from their advisory teacher, checked-off & dated, when the applications have been sent.
 - Please note: If your school has a rolling admissions deadline, your application will be sent within 2 weeks after this form is turned in, unless you specify a later date.
 - Please note: Some schools require first semester final grades with applications. In this case, application materials will be held until after first semester grades are posted.

*** THERE IS A 2 WEEK PROCESSING PERIOD FOR ALL TRANSCRIPT/RECOMMENDATION REQUESTS. THIS FORM MUST BE RECEIVED AT LEAST 2 WEEKS BEFORE THE STUDENT'S FIRST DEADLINE. ***

Given the importance of the STEM Academy providing thorough and thoughtful information, individually tailored in order to best represent each student on his/her applications, there can be no compromises in this two week requirement. This excludes school vacation days.

Student Name: _____ Advisory Teacher: _____

Please list all programs that require information from STEM as part of the application process. Note deadlines and application types (paper or online) and then check each piece of information required.

Program/School	Deadline	Paper or Online	Grades	Attendance	Discipline	Counselor Recommendation	Other (Please describe)

If any program requires a counselor recommendation/statement, please answer the following questions.

1. Why do you want to attend the programs to which you are applying?

2. Why are you a good applicant for these programs? (i.e. positive characteristics you have and reasons they should they accept you) Give specific examples of your strengths.

3. Tell me about your extracurricular involvement (e.g. clubs, sports, jobs, volunteering, etc.)

4. If you have any low grades, disciplinary issues, or other challenges at STEM, please share what you are doing to improve.

5. Is there anything else you would like these schools/programs to know about you?

I have reviewed the instructions & above information with my child.

Parent/Guardian Signature: _____

For Office Use Only:

Received: _____ Two Weeks: _____ Materials completed & sent: _____