

SAINT CECILIA SCHOOL
525 RHAWN STREET
PHILADELPHIA, PA 19111

September 18, 2018

Dear Parents or Guardians of Grade Eight Students:

If you wish to have a transcript and/or a recommendation sent to a **private or public high school** that your child is considering for grade nine, please send the request to the homeroom teacher. **All recommendations should be given to your child's homeroom teacher to fill out. The teacher will forward the recommendation and transcript request to the office to be mailed. Please include a stamped, addressed envelope for this mailing.**

If you wish an additional recommendation from teacher in a lower grade, send her a note and enclose a stamped envelope addressed to that school.

There will be a charge of \$5.00 for each record sent. Please be aware that some schools make several requests for records and you will receive a separate bill for each. You will be billed in the late **Spring** as these requests come in all during this school year. **Please do not send money now.** If you have any questions, call Mrs. Mitchell at 215-725-8588.

Sincerely,

Sister Jane Mary, IHM
Principal

-----Cut off and return by Wednesday, September 24-----
Dear Sister Jane Mary:

I have read and understand the letter above concerning record requests for high schools

Signature of parent

Date

- Child's name and room #