



St. Francis de Sales Catholic Academy

"A Faith Filled Future"

Christopher Scharbach, Ed.D.
Principal

Maureen Hayes
Assistant Principal

Dear Parents and Graduates,

Primarily, we are advocates for our students and we fully believe that their success is our success. We take the writing of recommendation letters very seriously. Thus, it is immensely helpful to us when students deal with procedural issues in a highly organized manner.

Recommendations reflect not just the quality of the student, but also the integrity of the teacher and, ultimately, St. Francis de Sales. We are obligated to be objective and specific about a student's fitness for a given high school; if admission departments learn to distrust the praise from an SFDSCA faculty member, it places the entire school's reputation in jeopardy. This damages the prospects of all SFDSCA students seeking admission.

Below please find specific requirements:

1. Submit your child's Recommendation Request(s) to Mrs. Foti, prior to providing a teacher's name to the High School. Mrs. Foti will then contact you with the teachers' name(s). This does **not** include the application for Convent of the Sacred Heart, Marymount School of New York or Regis High School. For these schools, please contact the specific teacher(s) directly.

2. Generally, we need relevant materials at least **3 weeks** before the letter is due. Relevant materials include all recommendation **forms** and **completed resume(s)** for **each school** to which you apply.

3. For each recommendation requested, provide (in one envelope with the student's name & the HS on it):

(a) **the form** that the high school includes for letters of recommendation (if applicable).

- With deadlines clearly indicated and the relevant portions filled in.

(b) **the completed resume**

(c) For example: Xaverian requires **2** recommendations, kindly provide **2** completed resumes/envelopes.

4. Completed Resume: Provide information about yourself. The more we know about your extracurricular interests, volunteer service and your aspirations, the more specific we can be about your talents and motivation.

Enclose the following:

- **An updated resume** that includes extracurricular activities, volunteer service, awards and honors.
- **State the reason(s)** for applying to this particular school. These might include but are not limited to: a sibling attends, interested in a particular course offering (i.e. ROTC, drama), positive reaction to an Open House.
- Enclosed please find a **Resume Form** to be completed and submitted with *each* request for a Letter of Recommendation. Feel free to replicate and copy where possible.

We trust that the above procedure will ensure the timely completion of all Recommendation requests.

Sincerely,

Mrs. Suellen Foti

Mrs. Maureen Gigliello

Miss Marybeth McManus

Mr. Richard Diffendale

Mrs. Ann McMahon

