

St. Francis de Sales Catholic Academy

“A Faith Filled Future”



Christopher Scharbach
Principal

Rori Martello
Assistant Principal

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 SFDS faculty member, it puts the entire school's reputation in jeopardy. And that damages the prospects of all SFDS students seeking admission.

Below please find specific requirements:

1. Generally, we need relevant materials at least **3 weeks** before the letter is due. Relevant materials include all recommendation **forms** and **envelopes** (*addressed and stamped*) for each school to which you apply.
2. Research your high school's admission process: note **deadlines**, dates for **scholarship exams** and **number** of teacher recommendations required. Many times, the high school will accept two letters. However, only ONE is teacher-specific. As an example, Xavier's website states, "If you feel it is important to submit an additional recommendation outside of the teacher recommendation, please feel free to submit that as well. This could include a recommendation from a counselor, parish priest, or youth coach". Very few schools require two teacher letters of recommendation for acceptance.

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3. For each school to which you apply, provide (**in one, large manila envelope with your name on it**):

(a) **an addressed and stamped envelope (including the address to which the letter should be sent)** AND

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

- with deadlines clearly indicated and the relevant portions filled in.
- Attach each form to the appropriate envelope via paperclip. Put all forms and envelopes in the **large manila envelope with your name on it**.

4. **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 Letter requests. Please keep in mind that SFDS has a very strong student population, with near three-quarters requiring a letter.

Sincerely,

Mrs. Suellen Foti
Mrs. Maureen Gigliello

Ms. Eileen Scahill
Mrs. Ann McMahon

