

School Counseling Department

George H. Moody Middle School

To: Eighth Grade Students & Parents
From: Moody Middle School Counselors
Date: November 28, 2011
Re: Specialty Center Application Process

Specialty Center Application Required Guidelines

*****There is only one application to complete for all specialty centers. The following process MUST BE followed BEFORE submitting your application to the counseling office.**

Complete the Specialty Centers Application Cover Sheet (PAGE 1).

- Your Henrico County student number can be found on your schedule, report card, & HCPS Link.

Complete the Student Activities Form. (PAGE 2).

Prepare essays or projects for each specialty center that you are applying (PAGE 3-4).

Complete the transcript (Page 5). Turn this form in when you turn in your entire application, not before.

Complete the Releases, Consents, and Acknowledgments page (PAGE 6).

Complete the top of each recommendation form (PAGES 7-8). ✓ the Waiver of Right, and the student and parent sign before giving the recommendation to the teachers of choice. Your teacher will forward the recommendation to the counseling office.

Make the correct amount of copies of **Pages 1, 2, 5, and 6** of your application so that one may be sent to each specialty center that you are applying.

At the top of each individual application, write the name of the center where the application should be sent.

On the back of page 1 of the application, write the name of the two teachers who are completing a recommendation for you.

Attach the correct center project to the correct specialty center application packet.

The school counselors will only make the copy of each teacher recommendation.

Students must copy the original application packet according to the amount of centers he/she is applying.

Submit all application packets to the school counseling office by Friday, January 13, 2012.

Remember, you must make the copies of your application, PAGES 1, 2, 5, and 6 before you submit it to the school counseling office on Friday, January 13, 2012.

If you have any questions or concerns, please call the school counseling office at 261-5019.