



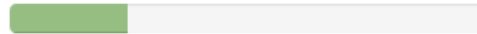
To access the Class of 2021 application Recommendation Forms, you will login to the Parent Portal through the St. Francis Website. Please click [HERE](#) to access the link to the Parent Portal. The application for admission must be submitted before you can access the Recommendation Forms.

Once you login in to your Parent Portal, there is a button labeled "Continue Admissions Process" for your daughter.

Students

Alicia Test

Applying for 9th Grade in 2017-2018



6 items left | [View Checklist](#)

[Continue Admissions Process](#)

Once you click on the button, you will be taken to the Checklist page, where you can send the Recommendation Forms to the designated teachers:

English Recommendation [Send Request](#)

Please click on the "Send Request" button to provide the name and email address of the teacher completing the recommendation form.

Mathematics Recommendation [Send Request](#)

Please click on the "Send Request" button to provide the name and email address of the teacher completing the recommendation form.

When you click on the button "Send Request", a box will pop up and you will enter the name and email address that you would like the Recommendation Form sent to:

English Recommendation ✕

Request a recommendation for:

Student Name Alicia Test

Apply Grade 9th

Send a recommendation request to:

Name *

Email *

By clicking send, I indicate that I understand a confidential recommendation form will be sent to the email address above, and will be part of the admission application and that I will not have access to it.

[Cancel](#)

[Send](#)

The teacher or principal will receive the email and complete the Recommendation Form electronically. Your parent portal will be updated to show that the Recommendation Form has been completed. Your checklist will show a green check next to the item, like this:

✓ **School Recommendation**

Please click on the "Send Request" button to provide the name and email address of the principal or counselor completing the school recommendation.

Your parent portal will give you an up-to-date record of the checklist items that have and have not been completed. You can check your online parent portal to make sure all items have been completed and received for your daughter by the January 20, 2017 deadline. We will email you to let you know if we are missing any forms at that time.

If you have further questions or need additional help, please let us know:

admissions@stfrancishs.org
916-737-5022