



## APPLICATION CHECKLIST

Please provide the following items via email to our Dean of Students, Emilia Cubelos: [emilia@heronschool.com](mailto:emilia@heronschool.com). Please title each attached document with the student's name and the type of document (example: Jane Smith - student records release) when submitting your application. JPEG or PDF files are best. (Contact us if you have trouble submitting things digitally.)

- Contact Sheet
- Recommendation Forms (one of each)
  - Educational/Teacher Recommendation Form
  - Parent or Guardian Recommendation - narrative
  - Personal Recommendation Form (mentor, tutor, coach, etc. but NOT family)
- Examples of student's strengths, abilities, gifts and/or talents (narrative descriptions, digital photos, portfolio of work, writing samples, list of awards, etc. are all acceptable)
- Student essay explaining why they want to attend Heron School - 1 page narrative
- Records
  - Student records – confidential information release form
  - Educational records - transcripts, 504 Plan, IEP, standardized test results, behavioral reports, etc.
  - Relevant medical records - diagnostic report, letter from a treating physician, psychological-educational and/or neuro-psych, etc.
  - Certificate of immunizations (required by the State of Utah)
  - Certificate showing student's date of birth (required by the State of Utah)