

Instructions for Completing the Ninth Grade Applicant Record

- The Ninth Grade Applicant Record is a very important part of the admissions process.
- Parents should accompany students to Open House programs and read school literature before selecting a maximum of three (3) high school choices. Remember, the testing site has no bearing on school choice.
- The Ninth Grade Applicant Record form can be downloaded from the home page of the COOP Website (www.njcoopexam.org). Parents are requested to complete the Permission for Release of Records section, the Student Information section, and the High School Choice section of this form before submitting it to the student's eighth grade teacher, counselor, or principal. The school official should fill in the School Record information section, sign the form, and make three copies. A copy of the completed form should be mailed by the elementary school to each of the three high schools identified on the form. The elementary school is responsible for making sure the designated high schools receive the completed Ninth Grade Applicant record no later than **December 4, 2023**. It is important that the high schools receive all information requested in the School Record Information section of the Ninth Grade Applicant Record, along with a transcript of the student's standardized test results.
- The high school choices are not in preference order.
- If more specific information is needed for any of the schools, you may call the high schools directly. See Participating High Schools, Code Numbers, and Telephone Numbers on pages 12 and 13 of the Student Handbook.
- **DO NOT return the Ninth Grade Applicant Record to NJCOOPEXAM or STS®.**