

Attention Students Applying to Private or Catholic Schools!

- Contact Ms. Murphy for questions regarding the TACHS, the Applicant Record, Recommendations, Scholarships, and any other inquiries regarding admissions to catholic/private high schools – smurphy4@schools.nyc.gov or 718-474-6918 ext. 114
- Deadline to submit applicant records to Ms. Murphy is November 19th
- **Ms. Murphy** can be found in room 114 on Tuesdays, Wednesdays, and Thursdays from 8am - 3pm
- **Applicant records** can be found online at <http://www.tachsinfo.com> or in room 114
- *If you need a recommendation from a teacher, counselor, or principal, you must submit a **request form** (available in room 114 or available to download from the web) attached to your recommendation form to Ms. Murphy, at least two weeks before the application is due! Ms. Murphy will then forward your request to the teacher/counselor/principal and make sure the recommendation is then mailed out in a timely manner*
- **Teachers** - once you have completed a recommendation for a student, please forward to Ms. Murphy for processing at least 5 days before the application or recommendation is due!