

# DOHERTY MIDDLE SCHOOL

50 Bartlet Street, Andover, MA 01810

Tel # (978) 247-9400

Fax # (978) 247-9490

JOHN NORTON  
*Interim Principal*

CASANDRA FLANNIGAN  
*Guidance Counselor*

JILLIAN THERO  
*Assistant Principal*

October 2023

Dear Students, Parents/Guardians:

Several of you have questions about the private school process.

The three middle schools have written a “*Middle School Profile*” and a letter which will be sent to the private school admissions office. This letter explains that the Administrative/ Guidance Office will not be providing individual recommendations from the middle schools. Your child is welcome to ask their English and Math teachers to provide recommendations.

The process is as follows:

Students must complete and submit the following forms to the Administrative/Guidance Office.

1. “Private Schools I Am Applying to” form:
  - a. Once complete, return to the guidance office as soon as possible.
2. “Transcript Release” form:
  - a. Parent signature is required on this form.
  - b. Transcripts will be submitted online and [jordan.keefe@andoverma.us](mailto:jordan.keefe@andoverma.us) should be used for this request. If there is no online portal send a pre-addressed stamped envelope for each school.
3. “What About Me” form:
  - a. Submit a completed copy of the “What About Me” form to each teacher that you ask to write a recommendation as soon as possible. This information will assist teachers as they write recommendations.
4. “Recommendations”
  - a. Student must first ask their English and Math teacher in person if they are willing to write a recommendation.
  - b. Student must provide the teacher with all necessary information they might find useful, such as name of school, deadline, etc. A copy of the “Private Schools I Am Applying To” form is helpful for the teachers.
  - c. Student must also provide a pre-addressed stamped envelope for each school to each teacher they ask for a recommendation.
  - d. Make sure to thank your teacher for their time and interest.

Should a student change their mind about applying to any or all schools, **PLEASE** let the teachers and the Guidance Office know. Teachers take these requests very seriously and spend considerable time on each recommendation and don’t want to feel that they spent their time unnecessarily.

**DEADLINE FOR ALL TEACHER RECOMMENDATIONS AND TRANSCRIPT REQUESTS IS:  
FRIDAY, NOVEMBER 17, 2023**

If you have any questions about this process, please feel free to email our Guidance Counselor, Ms. Casandra Flannigan at [casandra.flannigan@andoverma.us](mailto:casandra.flannigan@andoverma.us) or our Guidance Office Secretary, Ms. Jordan Keefe at [jordan.keefe@andoverma.us](mailto:jordan.keefe@andoverma.us)

**RESPECT \* RESPONSIBILITY \* CIVILITY - *The Doherty Way***

# “Private Schools I Am Applying To”

List all private schools you are applying to and return to your teachers and the Guidance Office. We urge you to contact each school to know their deadline for applications:

Student Name: \_\_\_\_\_ Team: \_\_\_\_\_

Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_

This form must be returned by: **Friday, November 17, 2023**

School Name: \_\_\_\_\_ Application Deadline

Address: \_\_\_\_\_

\_\_\_\_\_

School Name: \_\_\_\_\_ Application Deadline

Address: \_\_\_\_\_

\_\_\_\_\_

School Name: \_\_\_\_\_ Application Deadline

Address: \_\_\_\_\_

\_\_\_\_\_

School Name: \_\_\_\_\_ Application Deadline

Address: \_\_\_\_\_

\_\_\_\_\_

School Name: \_\_\_\_\_ Application Deadline

Address: \_\_\_\_\_

\_\_\_\_\_

School Name: \_\_\_\_\_ Application Deadline

Address: \_\_\_\_\_

\_\_\_\_\_

# DOHERTY MIDDLE SCHOOL

50 Bartlet Street, Andover, MA 01810

Tel # (978) 247-9400

Fax # (978) 247-9490

JOHN NORTON  
*Interim Principal*

CASANDRA FLANNIGAN  
*Guidance Counselor*

JILLIAN THERO  
*Assistant Principal*

## Authorization to Release Transcript

**Student's Name:** \_\_\_\_\_

**Street Address:** \_\_\_\_\_

**School(s) Applying To:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

I give permission for the release of the above student's school record. This should include courses taken, grades received, the results of any standardized testing, attendance history and disciplinary records on file.

\_\_\_\_\_  
**Parent/Guardian Signature**

\_\_\_\_\_  
**Date**

### To the parent:

After you have filled in the above and signed the authorization, return this form to the main office.

# Doherty Middle School

## “What About Me Sheet”

Student Name: \_\_\_\_\_ Team: \_\_\_\_\_

1. List the schools to which you are applying and their application deadlines.
2. *Why* are you applying to these schools?
3. What are your school activities (i.e. clubs, music, etc.)?
4. What sports or activities do you enjoy or would like to enjoy?
5. What musical instruments do you play or would like to play?
6. What hobbies do you enjoy?
7. What community services are you involved in?
8. What kinds of books do you read and how often do you read?
9. What is your favorite or strongest subject in school and *why*?
10. Give an example of a goal you set for yourself that you achieved and one you did not/have not achieved yet.
11. List three adjectives that describe you best.