

# DOHERTY MIDDLE SCHOOL

50 Bartlet Street, Andover, MA 01810

Tel # (978) 247-9400

Fax # (978) 247-9490

ROBIN L. WILSON  
*Principal*

SUSANNE MURPHY  
*Special Education Coordinator*

REBECCA C. PERRY  
*Assistant Principal*

October 2021

Dear Students, Parents/Guardians:

Several of you have questions about the private school process. This letter explains that due to having no Guidance Counselors at the middle school level we cannot provide individual recommendations from Administrators. Your child is welcome to ask their English and Math teachers to provide recommendations as has been done in the past.

The three middle schools have written a “*Middle School Profile*” and a letter which will be mailed to the private school admissions office. This letter explains that due to having no Guidance Counselors at the middle school level the Administrative office will not be providing individual recommendations from the middle schools.

The process is as follows:

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

1. “List of Private Schools I Am Applying to” form:
  - a. Once complete return to the Administrative/Guidance Office and to each teacher you ask to write a recommendation as soon as possible.
  - b. Provide a pre-addressed stamped envelope(s) for each school you are applying to.
2. “Transcript Release” form:
  - a. \$5.00 transcript fee for each school you are applying to; check made payable to: *Doherty Middle School* and return the completed form to the main office.
  - b. Parent signature is required on this form.
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 or Math teacher if they are willing to write a recommendation.
  - b. Provide **each** teacher writing a recommendation the following three item’s: 1.) “Schools I am Applying To” form, 2.) “What About Me” sheet, 3.) A pre-addressed and stamped envelope for each school you are applying to.
  - c. 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 main 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 19, 2021**

If you have any questions about this process, please feel free to email 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 your child is applying to and return to your teachers and the Administrative 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 19, 2021**

A pre-addressed stamped envelope(s) must be included for each school you are applying to.

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

ROBIN L. WILSON  
*Principal*

SUSANNE MURPHY  
*Special Education Coordinator*

REBECCA C. PERRY  
*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 transcript. This should include courses taken, grades received, and the results of any standardized testing 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. Please include a \$5.00 process fee for each school along with a pre-addressed *stamped* envelope(s).

# 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.