

WOOD HILL MIDDLE SCHOOL

11 Cross Street
Andover, MA 01810
Telephone (978) 247-8800

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September 2023

Dear Parents/Guardians:

We have had several questions about the private school application process. All three Andover middle school principals have worked together to set up a common process.

- Your child is welcome to ask their English and Math teachers to provide recommendations.
- *Main office administrators and guidance offices are **not able** to provide individual recommendations.*

An Andover **“Middle School Profile”**, along with a letter explaining the recommendation policy, are included with the transcripts to the private school admissions office. The letter explains that the **Guidance and Main Administrative offices will not be providing individual recommendations.**

DEADLINE FOR ALL TEACHER RECOMMENDATIONS AND TRANSCRIPT REQUESTS IS FRIDAY, NOVEMBER 10, 2023.

The process is as follows:

Transcript Requests

Students must complete and submit the following forms to the main office.

1. **“Private Schools I am Applying To”** form
 - a. Complete the name, address, and application deadline for each school you are applying to.
 - b. Digital requests for transcript submission (for example, Gateway to Prep Schools) should be submitted to kerry.croll@andoverma.us.
2. **“Authorization to Release Transcript”** form
 - a. **Parent signature required** on this form.

Teacher Recommendation Requests

Students must complete this process and submit the forms to their teachers.

*****Please do NOT request individual recommendations from the Main Office Administrators and Guidance Offices.*****

1. Students must first **ask** their **English and/or Math teacher** to write a recommendation.
2. Create a **folder** with ***your name on it*** to pass in to each teacher who is writing a recommendation.
3. **Find out if the school's recommendations are available to be submitted online**, such as through Gateway to Prep Schools or the school's own website. Teachers prefer to do recommendations online whenever possible. You must initiate the recommendation request through Gateway or the individual school. *Teachers will only be able to complete the recommendation online once they have received an email invitation from Gateway or another online application form.*
 - a. **If they are available online, send your teachers the links.**
 - b. **If the recommendations are available on paper only, print the form(s) and add them, along with stamped, addressed business envelopes, to your folders.**
4. Next, fill out the **"All About Me"** form and add a copy to each folder. *This information will assist teachers as they write recommendations.* Your teachers need these to write your recommendations.
5. Make sure to thank your teachers for their time and interest.

DEADLINE FOR ALL TEACHER RECOMMENDATIONS AND TRANSCRIPT REQUESTS IS FRIDAY, NOVEMBER 10, 2023.

If you have any questions about this process, please email Kerry Croll at kerry.croll@andoverma.us

Checklist:

- I **asked** my teacher(s) to write a recommendation for me.
- I have created a **folder** for each teacher writing a recommendation that contains the following:
 - I went to the private school's website and found out if the recommendation is paper or online.
 - If **paper**, I printed out and added the recommendation forms to my teachers' folders along with a stamped, addressed envelope for each school.
 - If **online**, I sent the links to my teachers.
 - I have included a copy of **"All About Me"** for each teacher writing a recommendation.
- I have filled out the **"Transcript Release Form"** and the **"List of Private Schools I Am Applying To"** and given it to the office.

“Private Schools I am Applying To”

List all private schools that you are applying to and return this form to the main 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 to the main office by: Friday, November 10, 2023

Requests for **online/digital transcript** submission (ex. Gateway) should be addressed to kerry.croll@andoverma.us.

School Name:	Application Deadline
Address:	

School Name:	Application Deadline
Address:	

School Name:	Application Deadline
Address:	

School Name:	Application Deadline
Address:	

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Address:	

School Name:	Application Deadline
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Fax (978) 247-8890

Authorization to Release Transcript

Student's Name:	
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
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After you have filled in the above information and your parent/guardian has signed the authorization, please return this form to the main office.

**Wood Hill Middle School
Private School Application Process
“All About Me Sheet”**

All About Me!



Please complete the following information to tell your teachers more about you.

Student's Name:

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Previous middle school attended (if applicable)

Last year's team

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Three adjectives that describe you:

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Community service and other leadership activities at **Wood Hill Middle School**:

Other school activities, year(s) of participation, and the name of the teacher advisor:

Reading habits. (List some books you are reading or have recently read independently.)

Hobbies:

Name:

Music/Athletics:

A challenge you have worked hard to overcome:

Schools to which you are applying and their deadlines for receipt of recommendations:

School Name	Recommendation Deadline

If there is any additional information that you would like to share, please provide it on a second sheet of paper.