

**October 14<sup>th</sup>, 2019**

Dear Parents/Guardians,

Several of you have questions about the private school process. All three middle schools have worked with central office to come up with a process. In the past, Andover middle school guidance counselors or principals helped organize many aspects of the process. Due to structural changes Andover's middle schools no longer provide individualized student recommendations from the main office. English and Math teachers will still be able 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 admission office that explains the reason why the Guidance and Administrative offices will not be providing individual recommendations.

Please complete and submit the following forms which will guide your student through the process. All forms can also be found on the West Middle School website.

Attached are all the forms required along with a checklist

(<https://aps1.net/DocumentCenter/View/9180/19-20-Private-Schools-Checklist-2019>)

to help keep track of all the various items you need to submit.

Please return the checklist to the Main Office with your **completed** forms. **Note: If any of the items are missing, the entire packet will be returned to the student for completion.**

**Deadline for all documentation is November 15<sup>th</sup>, 2019.**

What West Middle School will do:

1. When grades close in December we will **ELECTRONICALLY SUBMIT** an official transcript to each private school. Included in this packet will be the "*Andover Middle School Profile*" along with a letter that gives an overview of the Andover middle school curriculum and grading criteria.
2. Teachers will write and submit recommendations with proper documentation submitted by the students. **IMPORTANT: STUDENTS MUST FOLLOW THE INSTRUCTIONS ON THE "ALL ABOUT ME" FORM.** Completed recommendations are sent directly to the schools. When you make the request of your Teacher, please have your **completed** "All About Me" form with you, and submit the online request (**with the e-mail your Teacher provides you with**) as soon as possible after the Teacher has agreed to write the recommendation.

What the student and parent will do:

Each of the documents listed below need to be printed out and completed. Please **DO NOT** submit any of the forms until **ALL** of the forms are completed. All documents can be found on the West Middle School website under the "For Parents Tab" "Private School Information" at: [www.aps1.net](http://www.aps1.net)

1. **"Private Schools I Am Applying To"**  
(<https://aps1.net/DocumentCenter/View/9204/19-20-Private-Schools-I-am-Applying-To>) - Return form to the Main Office.  
Please list all private schools to which the student is applying, and submit along with a **stamped, addressed** envelope for **each** school. **Online applications DO NOT require an envelope.**  
You are responsible for contacting each school to know their deadline for applications

2. **Transcript Release Form**

(<https://aps1.net/DocumentCenter/View/9179/19-20-Private-School-Transcript-Release-Auth--Form-2019> ) **Parent signature is required.**

Return the form to the Main Office with the \$5 transcript fee for **each** school. Cash or Checks made payable to: *West Middle School* (fees can be combined onto one check)

3. **All About Me:**

**“All About Me”**

(<https://aps1.net/DocumentCenter/View/9176/19-20-All-About-ME>)

– Please have your child fill this form out and give directly to the Teachers. This will help teachers write the recommendation.

“The All About Me” form lists the instructions that your child needs to follow in order to request a recommendation from his or her teachers. Please make sure you read through all of the steps on the “All About Me” form **with your child** and make sure he or she understands what each step means. Students need to submit a copy of a completed “All About Me” form to **each** teacher as part of the recommendation process.

**The deadline for requesting a recommendation from a teacher is November 15, 2019.**

- Schools that require recommendations be submitted *electronically*, students must initiate the recommendation request through their online application using the Teachers e-mail they were provided with. Teachers will only be able to complete the recommendation once they have received an email invitation via your Online Application Link. Recommendations will be submitted to all Schools on your App.

**Andover does not provide Principal/Guidance Recommendations. For the sake of completing your application, please use [jennifer.insogna@andoverme.us](mailto:jennifer.insogna@andoverme.us) to fill this required field. It will be denied and a District Letter will be submitted with Transcripts stating this.**

**If you do not follow either of these steps, teachers will not be able to write your recommendation.**

4. **School Application Forms** – The application forms from the schools to which your student is applying, must be mailed directly to the school by the student.

**Notice to Parents:** If your child is currently on an IEP or 504 plan, you are responsible for supplying these documents to each school should they request them.

If you have any questions about the application process, please contact Jennifer Insogna at [jennifer.insogna@andoverma.us](mailto:jennifer.insogna@andoverma.us). If you have questions about the teacher recommendation process, please contact your child’s teacher.

Thank you,

Timothy Corkery  
Principal