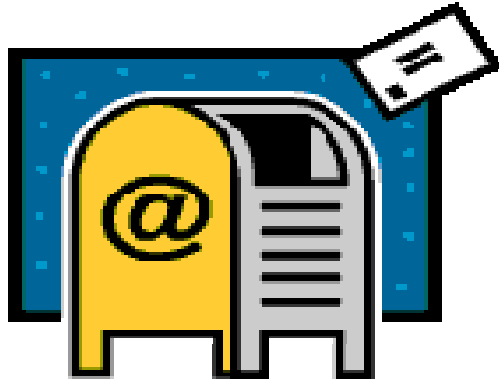


# PRIVATE SCHOOL APPLICATION PROCEDURE



**PLEASE ALLOW AT LEAST TWO WEEKS TO PROCESS APPLICATIONS.  
(Applications with a February 1<sup>st</sup> deadline must be received by January 15th.)**

- Please make sure your child signs his/her **name** on all application forms.
- Make sure you **sign** all parent signature pages.
- Please provide a “**Brag Sheet**” about your child to assist in completing the recommendation form. You may send it along with the application forms or email it to Mrs. Chagnon ([chagnone@doversherborn.org](mailto:chagnone@doversherborn.org)) or Mrs. Howard ([howardd@doversherborn.org](mailto:howardd@doversherborn.org))
- Recommendation forms for **guidance counselors** should be delivered to the guidance office.
- Recommendation forms for **teachers** should be delivered directly to each respective teacher. Please remind your student that in asking for a recommendation, he/she is asking teachers to do extra work. A thank you is always appreciated.
- Please **send** in an 8x11 envelope for **each** school your child applies to. Please **place** three, 44 cent stamps on each envelope.
- Please **address** all envelopes to each private school.
- The latest report card will be included in your child’s transcript to each private school. **Subsequent** report cards to be sent will be the responsibility of the parent.
- In order to accurately schedule students for the upcoming year, please **notify** us, by June 1st, as of your child’s academic plan for the next school year.
- If you have any questions, please call the guidance department at 508-785-8149 ext 7126.