

PRIVATE SCHOOL INFORMATION SHEET

Every year, we receive a variety of requests regarding the application process for private schools.

If you are considering applying to a private school, please follow the below guidelines:

- All requests need to be submitted to the guidance department either by emailing the students guidance counselor or hand delivering a written request to the guidance department
- In order for FBMS to release school records, parents need to complete and sign an authorization. Most private schools supply their own authorization form. (The 2 most commonly used forms are Boston Shared/Ravenna or Gateway). Please inquire at the private school of your interest.
- Students must complete the “Things to Know about Me” form.
- If the private school requires a teacher recommendation, please follow the private schools instructions. These requests should go directly to the teacher and include a copy of your completed “Things to Know about Me” form. PLEASE ONLY REQUEST A RECOMMENDATION IF REQUIRED BY THE PRIVATE SCHOOL.

Please keep in mind, it takes time for all of the necessary documents to be executed. Allow us ample time in order to meet deadline requirements.

Should you have further questions, please call or email Kristin Haddigan in the guidance department at khaddigan@mpsd.org or 781-834-5020 Ext. 46310