

**HINGHAM MIDDLE SCHOOL
COUNSELING DEPARTMENT**

Director K - 12
Heather Rodríguez



Counselors
Suzanne Darling
Nina McGrath
Christine Sherman
Michelle Woodard

Private School Application Process

In order to ensure timely completion and provide the best possible assistance to families, Hingham Middle School has established a standardized process for requesting school records and recommendations.

The following should be completed at least 15 school days (3+ weeks) prior to the earliest application deadline:

1. Notify your student's school counselor of their intent to apply for private school admission. Please complete this step *before* sending electronic requests through the private school portal.
2. Submit a signed Record Release Form to your school counselor at least 15 school days prior to the first deadline.
3. Students should submit a completed Student Questionnaire to their school counselor.
4. Families should contact teachers directly to request their assistance in completing recommendation forms *before* sending electronic forms through the private school portal.

*Most private school applications are completed electronically. However, if a school requires a paper application form, please submit the signed application form and a business-sized envelope with two stamps. Please note: large manilla envelopes require an additional stamp.

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Record Release Form

To ensure timely delivery of school documents, this form should be returned to the HMS School Counseling Office **at least 15 school days (3+ weeks)** prior to the first application deadline.

I authorize Hingham Middle School to release the following to the schools listed below:

- Transcript & report cards
- Standardized testing
- Attendance report
- Discipline record, if applicable
- Teacher, counselor, and/or administrator recommendations

Name of School:

Application Deadline:

_____	_____
_____	_____
_____	_____
_____	_____

Student Name: _____ **DOB:** _____

Current Grade: _____

Parent/Guardian Signature

Date

OFFICE USE ONLY:

DATE RECEIVED: _____



Student Questionnaire

Please complete and return this form to your School Counselor ASAP. You are welcome to submit typed responses or use extra paper as necessary. Thank you!

What is your favorite subject? Why?

How would you describe yourself as a student? What are your strengths?

What are some highlights of your HMS experience?

What are your future goals?

Leadership roles/community service activities:

Extracurricular activities (at HMS and in the community):

Three words that describe you:

Additional information you'd like reflected in your recommendation: