



**Presentation of Mary Academy**  
**ADMISSIONS OFFICE**  
209 Lawrence Street – Methuen, Massachusetts 01844  
(978) 682-9391 ext. 108  
www.pmamethuen.org

## STEPS FOR COMPLETING THE PRESENTATION OF MARY APPLICATION PACKET

Presentation of Mary Academy is a private, Catholic, college-preparatory high school serving 200 students. The academic programs offered at the Academy are designed to cultivate the intellectual, emotional, creative, physical and aesthetic faculties of our students. Each year, numerous applications for admission are received, making the acceptance process competitive and selective. Factors considered for admission are:

- **The Application**
- **The Entrance Exam \***
- **The Transcript**
- **Teacher and Administrator Recommendations**

*\*Students currently in the eighth grade who will be entering ninth grade for the 2011-2012 school year are required to take the Entrance Exam (Class of 2015).*

### ► The Application

All candidates must complete the three-page application, which consists of a short answer section and an essay section.

### ► The Entrance Exam

Students in the eighth grade must register for the Archdiocese of Boston High School Entrance Exam at Presentation of Mary Academy (or at any Archdiocesan Catholic High School) between October 1, 2010 and October 31, 2010. The exam will be administered on Saturday, November 13, 2010 and Saturday, December 11, 2010. **Students choose one testing date only.** The exam fee is \$30.00. Students taking the exam at a test site other than Presentation of Mary Academy must request that test results be sent to the Academy. Test results will be mailed home to all students during the first week of January. The entrance exam represents *only one* of four important factors in our Admissions process. Test results are used as a tool to award scholarships and to determine initial course placement.

### ► The Transcript

Candidates must complete the *Request for Transcript Form*. Applicants must also complete the top section of the *Transcript Record Form*. Both forms must be signed by a parent/guardian before being presented to the school that the student is currently attending.

### ► Teacher and Administrator Recommendations

The applicant should write his/her name on the top line of each recommendation form. The *Teacher Recommendation* should be given to one of the student's current teachers. The *Administrator Recommendation* should be completed by either the Principal, Assistant Principal or Guidance Counselor. Please be sure to provide each person with a stamped envelope addressed to the Admissions Office at Presentation of Mary Academy.

### ► 2014 APPLICATION DEADLINE - December 29, 2009

Because the acceptance process is competitive, accuracy and timeliness can become important factors. A candidate's application is complete when his/her Entrance Exam scores (eighth graders only), transcript, standardized test scores, recommendations, and application have been received. The Admissions Committee will review all applications and may request personal interviews before making final decisions. Notification letters will be mailed on February 1, 2011



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## Application for Admission

Date of Application \_\_\_/\_\_\_/\_\_\_ Application for: September of 20\_\_\_ Grade:  9th  10th  11th  12th

Name of Applicant \_\_\_\_\_  
Last Name First Name Middle

Home Address \_\_\_\_\_  
Street City/Town State Zip Code

Telephone (\_\_\_\_) \_\_\_\_\_ -- \_\_\_\_\_ Email Address (optional) \_\_\_\_\_

Citizenship  United States  Other (please specify) \_\_\_\_\_

Date of Birth \_\_\_/\_\_\_/\_\_\_ Place of Birth \_\_\_\_\_  
Month Day Year City/State

Religion \_\_\_\_\_ Parish or Place of Worship \_\_\_\_\_

School Currently Attending \_\_\_\_\_ Present Grade \_\_\_\_\_

School Address \_\_\_\_\_  
Street City/Town State Zip Code

List relatives who have attended PMA  
or are currently attending PMA (if applicable) \_\_\_\_\_  
Name(s)/ Relationship(s)/Year(s) of Graduation

Mother's Full Name \_\_\_\_\_ Maiden Name \_\_\_\_\_  
Last First

Mother's Occupation \_\_\_\_\_ Work Number (\_\_\_\_) \_\_\_\_\_ -- \_\_\_\_\_ ext. \_\_\_\_\_

Mother's Employer \_\_\_\_\_ Company Address \_\_\_\_\_  
Name of Company

Father's Full Name \_\_\_\_\_  
Last First

Father's Occupation \_\_\_\_\_ Work Number (\_\_\_\_) \_\_\_\_\_ -- \_\_\_\_\_ ext. \_\_\_\_\_

Father's Employer \_\_\_\_\_ Company Address \_\_\_\_\_  
Name of Company

If parents are divorced or separated, address of non-custodial parent (please check one):  Mother  Father

\_\_\_\_\_  
Street City/Town State Zip Code

Do both parents wish to receive school mailings (please check one):  Yes  No

The applicant must complete the following questions:

**How did you learn about Presentation of Mary Academy?** \_\_\_\_\_

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**Describe your hobbies, interests, and accomplishments:** \_\_\_\_\_

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**Describe your participation in extracurricular activities:** \_\_\_\_\_

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**Do you participate in sports? Please list:**

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**Have you held any leadership positions in the past two years? Please describe.** \_\_\_\_\_

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**What language(s) do you speak?** \_\_\_\_\_

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**Do you feel that your grades from the last two school years accurately indicate your ability to succeed in a college preparatory high school such as Presentation of Mary Academy? Please explain:**

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### Transcript Record for Presentation of Mary Academy

**Directions to Student Applicants:** Please fill out the information requested below. Be sure to print clearly. Give this form to your Guidance Counselor or Principal along with the Request for Transcript Form signed by a parent/guardian.

**Name:** \_\_\_\_\_ **Phone:** (\_\_\_\_) \_\_\_\_\_ -- \_\_\_\_\_  
*Last Name First Name Middle Name*

**Address:** \_\_\_\_\_ **City/Town:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip Code:** \_\_\_\_\_  
*Street*

**School Currently Attending:** \_\_\_\_\_ **Location:** \_\_\_\_\_  
*Name of School City, State*

**School Phone Number:** (\_\_\_\_) \_\_\_\_\_ -- \_\_\_\_\_ **Parent Signature:** \_\_\_\_\_

**Attention Principal, Guidance Counselor, or Teacher:** The above student is applying for admission to Presentation of Mary Academy. If the student is to be given fair consideration, a full report from your school is essential. **Please be sure to provide information regarding the level of the courses taken.** This information is needed by December 31<sup>st</sup>.

**COURSE LEVELS:**    **A** – Advanced                    **H** – Honors                    **S** – Standard                    **R** – Remedial  
**For math please indicate - Pre-Algebra or Algebra**

PREVIOUS YEAR – GRADE \_\_\_\_\_

CURRENT YEAR – GRADE \_\_\_\_\_

COURSE	LEVEL OF COURSE	YEAR'S AVERAGE
Religion		
English		
Math		
Science		
Reading		
Soc. Stud.		
French		
Spanish		

COURSE	LEVEL OF COURSE	QUARTER 1
Religion		
English		
Math		
Science		
Reading		
Soc. Stud.		
French		
Spanish		

Previous Year Days Absent \_\_\_\_\_

Current Days Absent \_\_\_\_\_

Does the student have an I.E.P.? \_\_\_\_\_ If yes, when was the most recent review? \_\_\_\_\_  
Is the student currently on a 504 Plan? \_\_\_\_\_

### STANDARDIZED TEST RESULTS

Name of Standardized Test: \_\_\_\_\_ Date Given: \_\_\_\_\_

\* Please attach a copy of the student's most recent standardized test results.

**School Official's Name:** \_\_\_\_\_ **Signature:** \_\_\_\_\_

**Your Position:** \_\_\_\_\_ **Date Mailed:** \_\_\_\_ / \_\_\_\_ / \_\_\_\_



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# Request for Transcript

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Dear Parent/Guardian,

Please sign this consent form and forward it to the person at your child's present school who completes records (ex: Principal, Guidance Counselor or Teacher).

I hereby grant permission for \_\_\_\_\_ to forward  
*Name of Current School*  
copies of the following information contained in the school records of:

\_\_\_\_\_  
*Name of Applicant*

- **Transcript of final grades from previous school year**
- **Grades to date for the current school year**  
*(must include at least first quarter)*
- **Recent standardized test scores**
- **Other:** \_\_\_\_\_

\_\_\_\_\_  
*Parent/Guardian Signature*

Dear Principal, Guidance Counselor or Teacher,

Please mail this information to:

**Director of Admissions  
Presentation of Mary Academy  
209 Lawrence Street  
Methuen, Massachusetts 01844**

Thank you for your attention to this matter.



In your opinion, how would this student fare academically and socially in the college-preparatory environment at Presentation of Mary Academy?

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What phrases best describe your student's academic work, her potential, her conduct, and her effort?

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Please add any comments about the student that you feel will aid the Admissions Committee in the decision making process.

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As a candidate for admission to Presentation of Mary Academy, how would you recommend this student?

	Enthusiastically	Strongly	With Reservations	Do Not Recommend
Academically				
Personally				

If you prefer to discuss this student confidentially by telephone, please complete the following:

Telephone Number: (\_\_\_\_) \_\_\_\_\_ -- \_\_\_\_\_  Day  Evening

Thank you for your evaluation of this student. Please return this form to:

Admissions Director  
Presentation of Mary Academy  
209 Lawrence Street  
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# Administrator Recommendation

**Applicant:** Please print your name on the line below and give this form to your Principal, Assistant Principal, or Guidance Counselor along with a stamped envelope addressed to the Admissions Office at Presentation of Mary Academy.

**Applicant's Name:** \_\_\_\_\_  
*Last Name* *First Name* *Middle Name*

**Administrator:** The student named above is an applicant for admission to Presentation of Mary Academy. The Academy is a private, Catholic high school for young women, grades 9-12. The curriculum is a structured, college preparatory program that requires strong academic ability, motivation, and discipline. As you complete this recommendation, please be aware that the Admissions Committee depends upon your professional judgment and personal candor. This recommendation is completely confidential. It will be seen by the Admissions Committee only.

**Recommending Administrator:** \_\_\_\_\_  
*Name* *Position*

How long have you known the applicant? \_\_\_\_\_

**Please evaluate the candidate using the scale below:**

	Exceptional	Good	Average	Below Average	Unable to Judge
Academic Motivation					
Sense of Independence					
Reaction to Criticism					
Response to Difficulty					
Leadership Potential					
Concern for Others					
Ability to Adjust					
Sense of Humor					
Self-confidence					
Study Habits					
Initiative					
Maturity Level					

*Continued on Back*

In your opinion, how would this student fare academically and socially in the college-preparatory environment at Presentation of Mary Academy?

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Has the applicant received any special educational services? If so, please explain. \_\_\_\_\_

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Has this student been subject to discipline for misconduct? If so, please explain. \_\_\_\_\_

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Please add any comments about the student that you feel will aid the Admissions Committee in the decision making process.

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As a candidate for admission to Presentation of Mary Academy, how would you recommend this student?

	Enthusiastically	Strongly	With Reservations	Do Not Recommend
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Personally				

If you prefer to discuss this student confidentially by telephone, please complete the following:

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## **TUITION ASSISTANCE POLICIES & PROCEDURES PRESENTATION OF MARY ACADEMY**

- Parents of prospective students should apply for tuition assistance by visiting [www.factstuitionaid.com](http://www.factstuitionaid.com).
- Online applications are processed more efficiently. It is our recommendation that all prospective student families seeking tuition assistance apply online.
- Paper applications are available, by request, in English and Spanish, in the admissions office.
- Tuition assistance recommendations are made by FACTS and a committee at Presentation of Mary Academy determines awards.
- Prospective student's tuition assistance applications must be completed by December 31, 2010.
- All supporting documentation must be sent to FACTS, and your application verified, by Friday, January 14, 2011.
- Please adhere to these deadlines. Failure to do so will jeopardize your chances of receiving tuition assistance.
- Applications for tuition assistance will be considered after February 11<sup>th</sup> and applicants for tuition assistance will be notified by March 11, 2011.
- In addition to a verified FACTS application your \$300 reservation fee must be paid in order to receive an award.
- It is important to remember that typical awards do not exceed fifty percent of tuition costs.