

The MacDuffie School

One Ames Hill Drive • Springfield, MA • 01105 • Tel. (413) 734-4971 • Fax (413) 734-6693

Dear Parents/Guardians and Applicants,

Thank you for your interest in The MacDuffie School. We understand that your academic decision is an important one, and we appreciate that you have chosen to apply to MacDuffie.

We try to make applying to MacDuffie as straightforward as possible, and are always happy to help. The checklist below is designed to help guide you through the application process. Please feel free to contact us with any questions or concerns.

Best Wishes,
The Admission Team

APPLICATION CHECKLIST

Application

The MacDuffie School application for admission form is included in this packet. MacDuffie also accepts the Common Application. Please follow the directions on each page as you complete all parts of the application. Return the completed forms to the Admissions Office with the application fee: \$50.00 for domestic students, \$100.00 for international students. If you fax the application forms, please also send the original forms by mail.

Recommendations

Four letters of recommendation are required. These recommendations should come from the applicant's current English teacher; math teacher; and Head of School, Principal, or Guidance Counselor. The fourth recommendation should come from a personal acquaintance (arts teacher, coach, etc.), not a family member, who knows the applicant well.

When distributing the recommendation forms, please provide each person with a pre-addressed, stamped envelope. Envelopes (excluding postage) are included in your application packet.

Interview and Tour

Please contact the Admissions Office to schedule a campus visit and interview. Visits and interviews may be scheduled between the months of October and May. We understand that it can be challenging for our international applicants to visit MacDuffie; thus, alternative arrangements can be made for the interview.

Standardized Testing

All domestic students are required to take the SSAT and have their scores sent to The MacDuffie School. Please log onto www.ssat.org to learn more or to register. The MacDuffie School code is 4762.

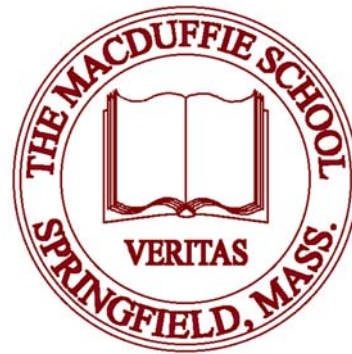
International students must provide one or more of the following: SSAT, SLEP, TOEFL, or IELTS.

Transcripts

Parents/Guardians should sign and submit the enclosed Release of Student Records form to the school principal or guidance counselor of the applicant's current school. The transcript should include current year grades. A larger envelope is enclosed for the purposes of having the current school mail the transcript to MacDuffie.

Financial Aid

The Financial Aid Committee is committed to helping families find ways to meet the costs of a MacDuffie education. To receive additional information about Financial Aid, please complete the Preliminary Application for Financial Aid form.



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APPLICATION FOR ADMISSION

Please attach
photo here.
(optional)

APPLICANT INFORMATION – Page 1 of 4

This section of the form is to be completed by the parent/guardian. Please type or print.

Last Name _____ First Name _____ Middle Name _____ Preferred Name _____

Gender: Female Male

Age _____ Date of Birth (mm/dd/yyyy) _____

Applicant Home Address _____

City _____ State _____ Zip Code _____ Country _____

Telephone (include country, city, and area codes) _____ Student E-mail _____

Is candidate a citizen of the United States? Yes No If not, please indicate country of citizenship _____

Country of Birth _____

First language, if other than English _____ Language spoken at home _____

Current Grade _____ Candidate for Grade: 6 7 8 9 10 11 12

Month/Year of Proposed Entrance _____ Day Student Boarding Student

Do you wish to apply for financial aid? Yes No

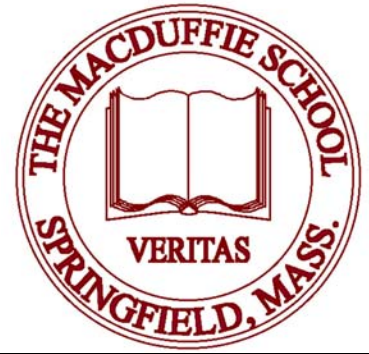
If yes, please fill out the Preliminary Application for Financial Aid included in the application packet.

If you are an entering ninth grade student, are you planning to apply for a merit scholarship? Yes No

The MacDuffie School does not discriminate on the basis of race, color, national or ethnic origin, or sexual orientation in the administration of its educational and admissions policies, financial aid, and other school-administered programs.

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APPLICANT INFORMATION – Page 3 of 4

FAMILY INFORMATION

Parent/Guardian Information

Dr. Mr. Ms. Mrs.

Name E-mail

Home Address Home Phone

City State Zip Code

Country Fax Number

Employer Occupation

Employer Address Work Phone

City State Zip Code

Country

Relationship to Candidate Cell Phone

Parent/Guardian Information

Dr. Mr. Ms. Mrs.

Name E-mail

Home Address Home Phone

City State Zip Code

Country Fax Number

Employer Occupation

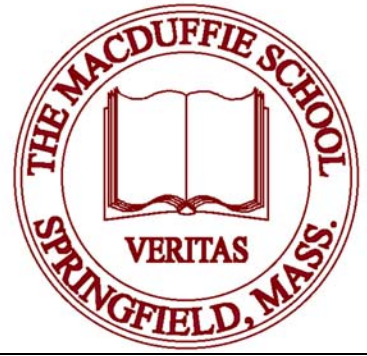
Employer Address Work Phone

City State Zip Code

Country

Relationship to Candidate Cell Phone

Please explain any conditions that may require academic or personal support services or limit in any way full participation in the School program.



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APPLICANT INFORMATION – Page 4 of 4

List any relatives who previously attended or are now attending The MacDuffie School.

Name	Dates of Attendance	Relationship

Please check all that apply.

- | | |
|--|--|
| <input type="checkbox"/> Parents are married | <input type="checkbox"/> Mother deceased |
| <input type="checkbox"/> Parents are divorced | <input type="checkbox"/> Father deceased |
| <input type="checkbox"/> Parents are separated | <input type="checkbox"/> Mother is remarried (spouse's name) _____ |
| <input type="checkbox"/> Parents never married | <input type="checkbox"/> Father is remarried (spouse's name) _____ |
| <input type="checkbox"/> Parents are living together | <input type="checkbox"/> Single parent |

Who has legal custody of the applicant?

- Parent/Guardian (*Write name below*) Joint Other (*Please explain below*)

- | | | | | | |
|--|---------------------------------|---------------------------------|-----------------------------------|--------------------------------|-------|
| Applicant lives with: | <input type="checkbox"/> Father | <input type="checkbox"/> Mother | <input type="checkbox"/> Guardian | <input type="checkbox"/> Other | _____ |
| Admission materials should be sent to: | <input type="checkbox"/> Father | <input type="checkbox"/> Mother | <input type="checkbox"/> Guardian | <input type="checkbox"/> Other | _____ |
| Financial information should be sent to: | <input type="checkbox"/> Father | <input type="checkbox"/> Mother | <input type="checkbox"/> Guardian | <input type="checkbox"/> Other | _____ |

How did you become interested in The MacDuffie School? Please check each box that applies.

If able, please provide details.

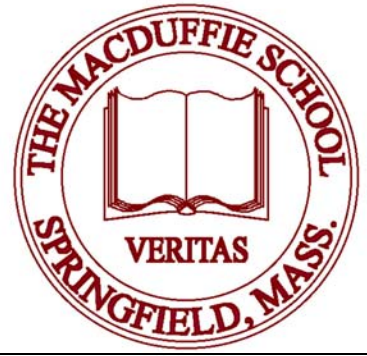
- | | | | |
|---|-------|---|-------|
| <input type="checkbox"/> MacDuffie student or parent | _____ | <input type="checkbox"/> Admissions reception or presentation | _____ |
| <input type="checkbox"/> MacDuffie alumnus/a or past parent | _____ | <input type="checkbox"/> Independent School Directory | _____ |
| <input type="checkbox"/> Friend or relative | _____ | <input type="checkbox"/> Educational Consultant | _____ |
| <input type="checkbox"/> MacDuffie employee | _____ | <input type="checkbox"/> World Wide Web Page | _____ |
| <input type="checkbox"/> Other | _____ | | |

I have completed this application in good faith and to the best of my ability. I have answered all questions truthfully, and the application answers and essays are entirely my own work.

Signature of Applicant _____ Date _____

We authorize The MacDuffie School to request, and our child's school(s) to provide, a complete academic transcript, disciplinary record, and any other information required to make an informed admission decision.

Signature of Parent(s)/Guardian(s) _____ Date _____



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PARENT/GUARDIAN QUESTIONNAIRE – Page 1 of 2

This section of the form is to be completed by the parent/guardian.

Applicant's Name _____ Applying for Grade _____

Parent/Guardian Name(s) _____

The search for a new school was initiated by:

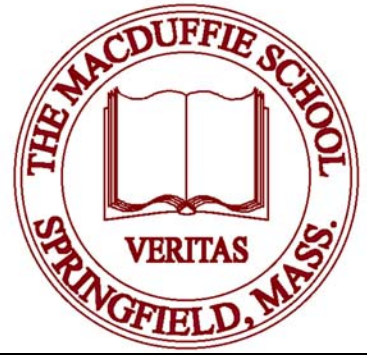
- Your child You or your spouse/partner
 You and your child Other (please specify) _____

Please describe your child as an individual—strengths and weaknesses, goals and aspirations.

What are your short-range and long-range goals for your child?

Why have you chosen The MacDuffie School as a potential school for your child?

Are there any special or unusual circumstances, positive or negative, which may have influenced your child's social or educational development?



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PARENT/GUARDIAN QUESTIONNAIRE – Page 2 of 2

Have you ever sought professional help for your child for any physical or emotional problem?

- No Yes (*please explain the circumstances below*)

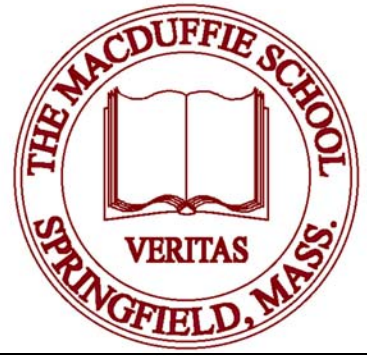
Has your child ever taken any individual psychological/educational tests?

- No Yes (*please describe and have the results forwarded to us*)

Is there anything more that you would like the Admission Committee to know about your child?

Parent/Guardian Signature

Date



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STUDENT QUESTIONNAIRE – Page 1 of 3

This section of the form is to be completed by applicant. Please answer the questions in your own handwriting and in complete sentences.

Applicant's Name _____ Applying for Grade _____

1. What are your goals for yourself (personal and academic)?

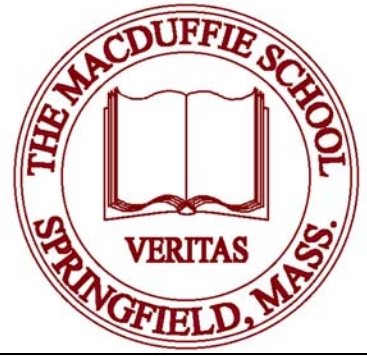
2. Why have you chosen to apply to The MacDuffie School?

3. What books have you read recently and especially liked? Why?

4. List and describe the school and after-school activities that you participate in (volunteer groups, athletics, visual arts, performing arts, hobbies, etc.).

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STUDENT QUESTIONNAIRE – Page 2 of 3

5. List any awards or honors you have received or positions of leadership you have held in the past two years.

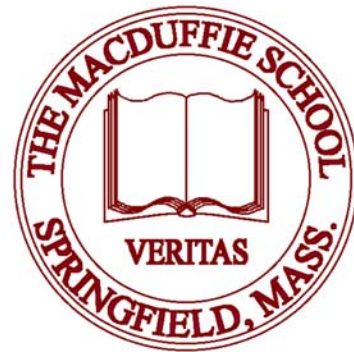
6. What are your favorite academic subjects? Why? What are your least favorite academic subjects? Why?

7. Are there any activities that you have not yet pursued which you would like to try?

8. List any friends who have attended MacDuffie.

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RELEASE OF STUDENT RECORDS – Page 1 of 1

Applicant's Name _____ Applying for Grade _____

Parent/Guardian Name(s) _____

Please submit this completed form to the Record's Office at your child's current school. Please ask the school to forward all appropriate materials to The MacDuffie School.

I authorize and direct:

Name of School

Address

City State Zip Code

to release all student records relating to my child _____, including transcripts, standardized tests scores, and evaluations to The MacDuffie School.

I further authorize administrators, teachers, and counselors who are employed at the above school, and who have worked directly with my child in an administrative, teaching, counseling, and/or diagnostic capacity, to discuss matters relevant to my child's application with the Admissions Committee at The MacDuffie School.

Please forward this information to:

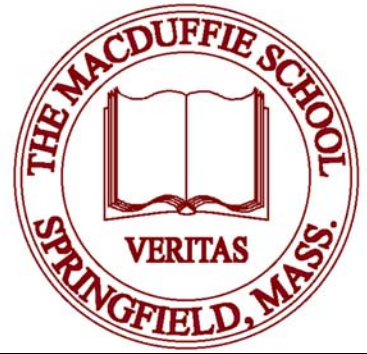
The MacDuffie School
Admissions Committee
One Ames Hill Drive
Springfield, MA 01105

Phone: (413) 734-4971 • Fax: (413) 734-6693

Signature of Parent/Guardian Date

The MacDuffie School

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HEAD OF SCHOOL, PRINCIPAL, OR GUIDANCE COUNSELOR RECOMMENDATION – Page 1 of 2

Applicant's Name _____ Applying for Grade _____

Name of School _____

The student whose name appears above is a candidate for admission to The MacDuffie School. In considering this application, the Admissions Committee will draw upon information gained from a transcript; the recommendation of the Head of School, Principal, or Guidance Counselor; two teacher recommendations; a personal recommendation; standardized test scores; and an interview. Your insight will help us in our evaluation of this student. All remarks will be kept strictly confidential and will not be included in the student's permanent record. Please return this form in the envelope provided at your earliest convenience. We appreciate your candor and assistance.

How long have you known this student? _____

How well do you know this student academically? _____

In what month does your school year begin? _____ End? _____

School serves grades: _____ to _____ Number of students enrolled in entire school: _____

Please explain your school's grading system.

What is the passing mark? _____

What is the Honors mark? _____

What are the first three words that come to mind when describing this student?

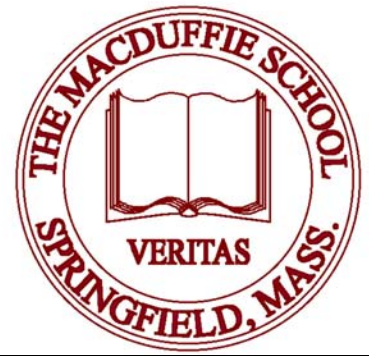
Please comment on this student's character, citizenship, and contributions to your community.

If the attendance record is not listed on the transcript, please indicate the number of days that this student has been absent or tardy each year at your school.

Please complete both sides of this recommendation.

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HEAD OF SCHOOL, PRINCIPAL, OR GUIDANCE COUNSELOR RECOMMENDATION – Page 2 of 2

Is this student in good academic standing? If not, please explain.

Has this student ever been dismissed or suspended, placed on probation, or received other serious disciplinary sanction?

Yes No

Has this student withdrawn from school voluntarily for an extended period of time for health or other reasons?

Yes No

If the answer to either or both of these questions is yes, please provide a full explanation below.

I recommend this student:

With great enthusiasm

With confidence

With reservations (*please explain*)

We welcome any additional information you believe would be helpful to MacDuffie in evaluating this student's application. Please feel free to use a separate piece of paper.

Signature

Date

Name of person completing this form (*please print*)

E-mail

School

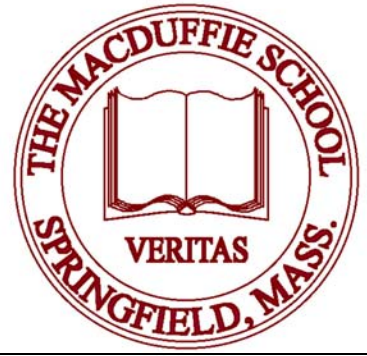
Address

City

State

Zip Code

Telephone



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ENGLISH TEACHER RECOMMENDATION – Page 1 of 2

Applicant's Name _____ Applying for Grade _____

Name of School _____

The student whose name appears above is a candidate for admission to The MacDuffie School. In considering this application, the Admissions Committee will draw upon information gained from a transcript; the recommendation of the Head of School, Principal, or Guidance Counselor; two teacher recommendations; a personal recommendation; standardized test scores; and an interview. Your insight will help us in our evaluation of this student. All remarks will be kept strictly confidential and will not be included in the student's permanent record. Please return this form in the envelope provided at your earliest convenience. We appreciate your candor and assistance.

How long have you known this student? _____

What course(s) have you taught this student? _____

How many students are in this class? _____ Is the student on a block schedule? _____

Briefly describe the course you are now teaching this student.

Name(s) of texts and literature used:

Please describe this student in comparison to other students that you are now teaching or have taught.

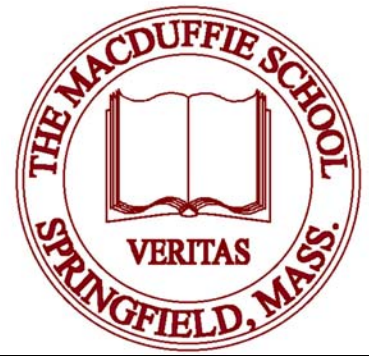
What are three words that come to mind when describing this child?

Please comment on this student's character, citizenship, and contribution to your community.

Please complete both sides of this recommendation.

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ENGLISH TEACHER RECOMMENDATION – Page 2 of 2

Please rate this student in relation to other students of the same age group.

	Outstanding	Above Average	Average	Below Average	Poor
Academic Potential					
Intellectual Curiosity					
Academic Achievement					
Reading Skills					
Writing Ability					
Creativity/Originality					
Organizational Skills					
Study Habits					
Level of Maturity					
Personal Integrity					
Leadership					
Consideration for Others					
Self-Confidence					
Peer Compatibility					
Reaction to Criticism					
Respect for Authority					
Dependability					
Emotional Stability					
Sense of Humor					

We welcome any additional information you feel would be helpful to MacDuffie in evaluating this candidate's application. Please feel free to use a separate piece of paper.

I recommend this student:

- With great enthusiasm
 With confidence
 With reservations (*please explain*)

Signature

Date

Name of person completing this form (*please print*)

E-mail

School

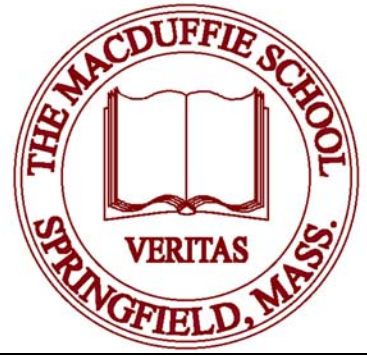
Address

City

State

Zip Code

Telephone



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MATHEMATICS TEACHER RECOMMENDATION – Page 1 of 2

Applicant's Name _____ Applying for Grade _____

Name of School _____

The student whose name appears above is a candidate for admission to The MacDuffie School. In considering this application, the Admissions Committee will draw upon information gained from a transcript; the recommendation of the Head of School, Principal, or Guidance Counselor; two teacher recommendations; a personal recommendation; standardized test scores; and an interview. Your insight will help us in our evaluation of this student. All remarks will be kept strictly confidential and will not be included in the student's permanent record. Please return this form in the envelope provided at your earliest convenience. We appreciate your candor and assistance.

How long have you known this student? _____

What course(s) have you taught this student? _____

How many students are in this class? _____ Is the student on a block schedule? _____

Briefly describe the course you are now teaching this student.

Name(s) of texts used: _____

What is the next course this student will take in your mathematics sequence? _____

Please describe this student in comparison to other students that you are now teaching or have taught.

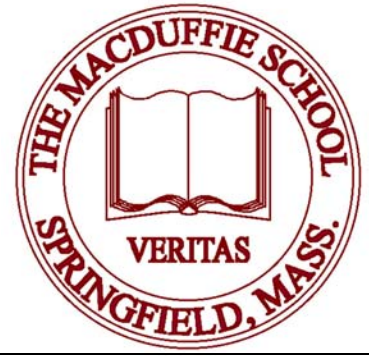
What are three words that come to mind when describing this child?

Please comment on this student's character, citizenship, and contribution to your community.

Please complete both sides of this recommendation.

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MATHEMATICS TEACHER RECOMMENDATION – Page 2 of 2

Please rate this student in relation to other students of the same age group.

	Outstanding	Above Average	Average	Below Average	Poor
Academic Potential					
Intellectual Curiosity					
Academic Achievement					
Reading Skills					
Writing Ability					
Creativity/Originality					
Organizational Skills					
Study Habits					
Level of Maturity					
Personal Integrity					
Leadership					
Consideration for Others					
Self-Confidence					
Peer Compatibility					
Reaction to Criticism					
Respect for Authority					
Dependability					
Emotional Stability					
Sense of Humor					

We welcome any additional information you feel would be helpful to MacDuffie in evaluating this candidate's application. Please feel free to use a separate piece of paper.

I recommend this student:

With great enthusiasm

With confidence

With reservations (*please explain*)

Signature

Date

Name of person completing this form (*please print*)

E-mail

School

Address

City

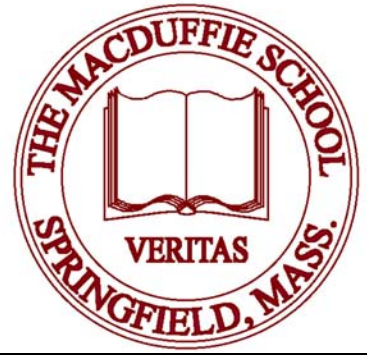
State

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PERSONAL RECOMMENDATION – Page 1 of 2

Applicant's Name _____ Applying for Grade _____

The student whose name appears above is a candidate for admission to The MacDuffie School. In considering this application, the Admissions Committee will draw upon information gained from a transcript; the recommendation of the Head of School, Principal, or Guidance Counselor; two teacher recommendations; a personal recommendation; standardized test scores; and an interview. Your insight will help us in our evaluation of this student. All remarks will be kept strictly confidential and will not be included in the student's permanent record. Please return this form in the envelope provided at your earliest convenience. We appreciate your candor and assistance.

How long have you known this individual? _____

In what context do you know this individual? _____

Please describe the personal qualities that make this individual unique. You may use specific or anecdotal information.

What are three words that come to mind when describing this individual?

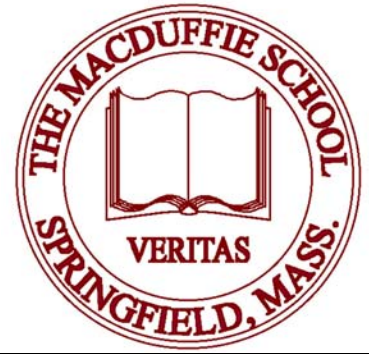
Based on your own observations, how does this individual interact with family and friends?

What do you believe this individual would contribute to the MacDuffie community?

Please complete both sides of this recommendation.

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PERSONAL RECOMMENDATION – Page 2 of 2

Please rate this student in relation to other students of the same age group.

	Outstanding	Above Average	Average	Below Average	Poor
Independence					
Level of Maturity					
Common Sense					
Personal Integrity					
Leadership					
Consideration for Others					
Social Conduct					
Self-Confidence					
Peer Compatibility					
Reaction to Criticism					
Respect for Authority					
Dependability					
Emotional Stability					
Sense of Humor					

We welcome any additional information you feel would be helpful to MacDuffie in evaluating this candidate's application. Please feel free to use a separate piece of paper.

I recommend this student:

- With great enthusiasm
 With confidence
 With reservations (*please explain*)

Signature

Date

Name of person completing this form (*please print*)

E-mail

School

Address

City

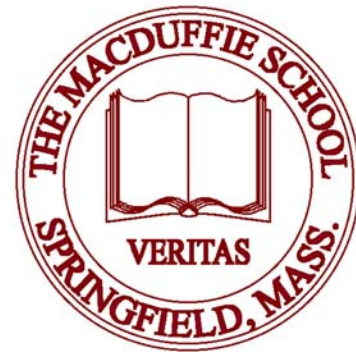
State

Zip Code

Telephone

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PRELIMINARY APPLICATION FOR FINANCIAL AID – Page 1 of 1

Name of Applicant

Last Name

First Name

Middle Name

Permanent Home Address

City

State

Zip Code

Country

Candidate for Grade 6 7 8 9 10 11 12

Fall 2009

Day Student

Spring 2010

Boarding Student

Parent/Guardian Name

Home Address

Home Phone

City

State

Zip Code

Country

Work Phone

Parent/Guardian Name

Home Address

Home Phone

City

State

Zip Code

Country

Work Phone

Are parents separated or divorced? Yes No

If yes, who has legal custody? Father Mother Joint Other _____

Financial Aid correspondence should be sent to (check all that apply):

Father Mother Father & Step-Mother Mother & Step-Father Guardian

Statement of Confidentiality: The MacDuffie School Financial Aid Office keeps all financial information in the strictest confidence. In cases where the funds for a student's financial aid grant have been provided by an individual donor or foundation, the name of the student, but not the grant amount, will be released to the individual donor or foundation. The student's name, however, will not be released to any other person not associated with the Financial Aid Committee.

I declare that the information reported on this form, to the best of my knowledge and belief, is true, correct and complete.

Signature of Parent(s)/Guardian(s)

Date

FINANCIAL ASSISTANCE

MacDuffie is committed to helping families find ways to meet the costs of an independent school education. Financial assistance can come in the form of payment plans, need-based financial aid awards and merit scholarships. We hope that these options offer families the flexibility to meet the cost of a MacDuffie education.

APPLYING FOR FINANCIAL ASSISTANCE: Because the financial aid budget is limited and awards are dependent upon the availability of funds, it is essential that you apply as soon after January 1st as possible. The following outlines the procedure:

1. Complete an Admissions Application form and return it with the appropriate supporting paperwork to the Admissions Office. (Please note that acceptance to MacDuffie is not based on a family's financial situation.) So that the Admissions Office can send you the official School Scholarship Service forms, please include a completed Preliminary Application for Financial Aid form.
2. Complete the Parents' Financial Aid Statement from the SSSFA (available from the Admissions Office) and send it to SSS in the envelope provided with the Financial Aid Statement materials. Please make two copies of the form, one for your personal records and one to mail to MacDuffie along with your most recent federal tax return and all schedules.

DETERMINING FINANCIAL ASSISTANCE: The amount of assistance a family receives is determined by MacDuffie's Financial Aid Committee. After your child is accepted at MacDuffie, the committee reviews the SSSFA's recommendation as to the amount your family can contribute towards your child's education. In addition, the committee reviews your federal tax returns and any supporting documentation you may wish to provide. Awards may take the form of one or more of the following:

PAYMENT PLANS: There are several payment plans that have been designed to help parents meet their obligations with more manageable monthly payments. In addition, an individual plan to meet both the parents' and the School's needs can be arranged. A discount may be available for pre-payment. Please contact an Admissions representative for more information.

FINANCIAL AID GRANTS: The MacDuffie School offers financial aid grants towards the cost of tuition only. The grants are based on a family's ability to pay as determined by the School Scholarship Service. The Financial Aid Committee takes into consideration a family's income and assets, outstanding debts, and the number of children in the family. The School assesses the family's financial situation annually and makes awards based on continuing need and the availability of financial aid funds. Families must reapply each year for financial aid grants.

SCHOLARSHIPS:

MacDuffie offers several merit scholarships to entering ninth grade students. Please contact the Admissions Office for the required scholarship application materials.

MacDuffie also awards a limited number of modest merit scholarships to qualified returning students. There is no need to complete any additional application forms in order to be considered for one of these awards. Please contact an Admissions representative for more information.

NOTIFICATION OF AWARDS: A family should allow at least one month between the time the Parent's Financial Statement (PFS) is mailed to Princeton, N.J. and receipt of a decision concerning financial assistance from MacDuffie. The Financial Aid Committee sends a letter outlining the options available to each family. At that point, if you have any questions, please contact an admissions representative immediately.

QUESTIONS OR NEED MORE INFORMATION: We would be pleased to assist you with any further questions about the admission or financial aid process. Please contact the Admissions Office at (413) 734-4971.