

APPLICATION PROCESS CHECKLIST GRADE 5 THROUGH 12

In order for an applicant's file to be brought before the Admissions Committee for consideration, the following steps must be completed:

- Submit the **Application and fee** (\$45) to the Admissions Office.
Complete paper form or online from website (www.mfriends.org) link: Admissions/Apply to MFS.
- Call (856) 914-4426 or email (admiss@mfriends.org) the Admissions Office to schedule **Parent Meeting** with Rachel Tilney, Director of Admissions.
- Submit a copy of the applicant's **birth certificate** to the Admissions Office.
- Submit the **Parent Questionnaire** to the Admissions Office.
Complete paper form or online from website (www.mfriends.org) link: Admissions/Apply to MFS.
In addition, a small **photograph** of applicant is requested.
- Submit the **Student Questionnaire** and a **recent, graded writing sample**.
Complete paper form or online from website (www.mfriends.org) link: Admissions/Apply to MFS.
- Give the **Teacher Recommendation Forms** and return envelopes to applicant's current Math and English teachers (applicants for grades 5-12).
Teacher Recommendations must be sent directly from the teacher to the Admissions Office.
- Sign the **Authorization to Release Pupil Records** and give it to the Guidance Office at the applicant's current school. This gives the school permission to send a copy of the applicant's records, including the last three years' grades, to Moorestown Friends School.
These transcripts must be sent directly from the current school to the Admissions Office.
- The Applicant will be given a standardized admissions assessment, an **ERB test**. Our test dates are Saturday December 3, Sunday December 4, Saturday January 7, Saturday January 28 and Saturday February 25.
- Applicants are invited for a **school day visit**. Applicants for grades 5 through 8 will interview with the Middle School Director. Applicants for grades 9 through 11 interview with the Upper School Director.

Applicants for grades 5-8 who have completed the application process by February 15 and applications for grades 9-12 who have completed the application process by January 9 will be considered in the first round of admissions decisions. We will still accept applications should we have available space in a particular grade or if you would consider the waiting list.

September 2016