

## APPLICATION PROCESS CHECKLIST PRESCHOOL THROUGH GRADE 4

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.
- Call or email the Admissions Office to schedule **Parent Interview** 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. In addition, a small **photograph** of applicant is requested.
- Give the **Teacher Recommendation Form** and return envelope to applicant's current teacher. *Teacher Recommendations must be sent directly from the teacher to the Admissions Office.*
- Sign the **Authorization to Release Pupil Records** (applicants for grades 1 through 4 only) 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.*
- Preschool applicants will attend a weekday **playgroup** in early April. The Admissions Office will notify you as to the available dates.
- Prekindergarten and Kindergarten applicants will attend a **playgroup: Saturday, January 7 or Saturday, January 28**
- Kindergarten applicants will be scheduled for a weekday **developmental readiness assessment** in addition to the playgroup visit. We will contact you to arrange a mutually convenient time.
- Applicants for grades 1 through 4 will be given a standardized **admissions assessment**.
- Applicants for grades 1 through 4 will be scheduled for a **school day visit**.

All Prekindergarten through Grade 4 applicants who have completed the application process by February 15 will be in the pool of first round admissions decisions communicated in early March. After March 1, we will still accept applications should we have available space in a particular grade or if you would consider the waiting list. Preschool letters will go out the middle of April.

September 2016