

THE BALDWIN SCHOOL

APPLICATION PROCEDURE CHECKLIST FOR ADMISSION TO GRADES TWO to FIVE

_____ **APPLICATION FORM:** Please fill out the enclosed Application Form to establish your daughter's file, or go to apply.baldwinschool.org.

_____ **APPLICATION FEE:** When returning the Application Form, please include the \$50.00 application fee by check or money order. If completing the online application, \$50.00 will be charged to your credit card. This fee is non-refundable.

_____ **RECOMMENDATION FORMS:** We value input from your child's teachers. Please give these forms to your daughter's English and math teachers at her current school after Thanksgiving. Please ask your daughter's teachers to send the completed forms directly to the Baldwin Admissions Office. We must receive these forms by February 1 to be considered in the first round of decisions. To ensure consideration of your daughter's application, we encourage you to follow-up with your daughter's teachers to make sure the forms have been sent to us by the deadline.

_____ **TRANSCRIPT RELEASE FORM:** Please give this form to the Principal or classroom teacher at your daughter's current school after her first marking period. A transcript or official copy of your daughter's most recent reports should be sent directly to the Baldwin Admissions Office. We must receive this form by February 1. For applicants to grades 4 and 5, we also ask for copies of any standardized test results for tests your daughter has taken at school.

_____ **PARENT VISIT AND TOUR:** We invite all of our applicant families to visit Baldwin, as we look forward to getting to know you. **An All-School Open House will be held on these dates: Thursday, October 27, 2011 at 6 p.m.; Wednesday, November 2, 2011, at 9 a.m.; Sunday, February 12, 2012, at 2 p.m.; and Thursday, April 19, 2012, at 9 a.m.** These events provide an opportunity to tour Baldwin's facilities and learn about our programs. For further information and to talk specifically about the ways in which Baldwin might benefit your child, you are also welcome to schedule an individual appointment by calling the Admissions Office at 610-525-2888, ext. 291.

_____ **STUDENT VISIT/EVALUATION:** Students entering Grades 2-5 will spend a full day with their current grade. Student visits can only be scheduled once your daughter's application form has been received. Please call the Admissions Office at 610-525-2888, ext. 291 to schedule your daughter's visit for a day after October 15.

_____ **TESTING:** Testing is required for all applicants. Applicants to Grades 2-5 must take the WISC-IV (Wechsler Intelligence Scale for Children-IV), including optional subtests, examiner's notes, and observations regarding verbal skill development within one year of submitting an application. Test results should be received by Baldwin no later than February 1. These tests are administered at a number of educational testing services.

_____ **FINANCIAL AID:** Financial aid decisions are made independently from admissions decisions once an offer of admission has been made. To be considered for financial aid, please be aware that you must complete the Parents' Financial Statement (PFS) for both parents online, submitting your information through the School and Student Service (SSS) at sss.nais.org, no later than January 15. The Baldwin School code is 1468; the SSS computation process can take up to two (2) weeks. Financial aid decisions are based upon the family's demonstrated need and the School's ability to help meet that need.

To ensure full consideration of your daughter's application in the first round of decisions, please make sure that all application materials are received by the Admissions Office by the February 1 deadline. Additionally, please be aware that the sooner your daughter's application is complete, the sooner it will be reviewed by the Admissions Committee. Early completion of the application may enable us to respond with an earlier admission decision. Applications completed after the February 1 deadline will be considered as space permits after the first round of admission decisions has been made.