

# THE BALDWIN SCHOOL

## APPLICATION PROCEDURE CHECKLIST FOR ADMISSION TO GRADES SIX to TWELVE

\_\_\_\_\_ **APPLICATION FORM:** Please fill out the enclosed Application Form to establish your daughter's file, or go to [apply.baldwinschool.org](http://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.

\_\_\_\_\_ **STUDENT ACTIVITIES PROFILE:** Your daughter should complete this form to help the Admissions Committee learn about her. Please submit it with her application so that when she visits, we can match her with a host who has common interests.

\_\_\_\_\_ **RECOMMENDATION FORMS:** We value input from your daughter's teachers. Please give these forms to your daughter's English and math teachers at her current school after her first marking period. 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 ensure consideration of your daughter's application, we encourage you to follow-up with your daughter's teachers to make sure that the forms have been sent to us by the deadline.

\_\_\_\_\_ **TRANSCRIPT RELEASE FORM:** Please give this form to the Principal 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.

\_\_\_\_\_ **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 Grade 6 will spend a full day in Grade 5. Students entering Grades 7 through 12 will spend a half day with their current grade, followed by a writing test and interview in the Admissions Office. Individual student visits can be scheduled only after your daughter's application form has been received. Please call the Admissions Office to schedule your daughter's visit for a day after October 15. Alternately, your daughter may be scheduled to attend a Student Visiting Day on **Friday, November 11, 2011, at 8 a.m., or Wednesday, November 16, 2011, at 8 a.m.** These Student Visiting Days are for students entering Grades 6-12, regardless of whether or not an application has been submitted. Please reserve your daughter's place for these events by calling the Admissions Office at 610-525-2888, ext. 291.

\_\_\_\_\_ **TESTING:** Testing is required for all applicants entering Grades 6-12. Students must take the Secondary School Admissions Test (SSAT), the Independent School Entrance Exam (ISEE), or Wechsler Intelligence Scale for Children-IV (WISC-IV) within one year of submitting an application. The SSAT or ISEE are preferred over the WISC-IV. Test results should be received by Baldwin no later than February 1. There are several area psychologists who administer the ISEE or SSAT individually; the websites for the SSAT and ISEE will offer locations and times of group testing.

\_\_\_\_\_ **LETTER TO HEAD OF SCHOOL AND ADMISSIONS COMMITTEE:** For those interested, we invite applicants to submit a letter to our Head of School, Mrs. Sally Powell, by February 1. This letter will also be shared with the Admissions Committee, and should be a personal statement about the applicant's interests, activities, special experiences, and hopes for the future. It does not need to be longer than one page.

\_\_\_\_\_ **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](http://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.**