



PARK STREET SCHOOL

ELEMENTARY SCHOOL ADMISSIONS CHECKLIST

- OPEN HOUSE:** Attend a pre-scheduled Open House to tour our facility. See and hear about our curriculum. Meet teachers, board members and current parents.
- SCHOOL TOUR:** Call to schedule a tour with the Admissions Department to see our facility and observe the classrooms.
- APPLICATION:** Submit an online application along with the \$90 registration/testing fee, payable online or to *Park Street School*, by January 6. The link to the application is available on our Admissions page on our website at parkstreetschool.org. Upon availability, applications received after January 6 will be considered. If you do not receive confirmation from us within two weeks of submission, please contact the Admissions Director.
- STUDENT EVALUATION / RECORD RELEASE:** Forward the Student Evaluation and the Record Release forms no earlier than December 1 to your child's teacher/school with your signature. Both should be returned to Park Street School by February 1.
- TESTING:** You will be called to schedule an appointment for testing with the Admissions Director. All testing will take place in the morning, during the first two weeks of February. Allow one (1) hour.
- FINANCIAL ASSISTANCE DEADLINE:** Submit a financial assistance application online (see link on our Admissions page on our website) to the National Association of Independent Schools' (NAIS) School and Student Service for Financial Aid (SSS) no earlier than November 15, 2019 and no later than January 31, 2020. By February 15, the SSS should have copies of your: 1) signed prior and current year (year prior to due date) tax returns; 2) accompanying W-2s; and 3) signed form 4506-T.
- DECISION / REPLY DATES:** Letters of Acceptance will be mailed by March 10. Replies should be returned to Park Street School by April 10 along with a non-refundable deposit.