

PRIVATE SCHOOL INFORMATION SHEET-*Revised 9/6/17*

Applying to private/independent high schools can be a very daunting experience, especially because families are required to navigate the process on their own. I have tried to pull together some information about the private school application process to help get you started and which I hope you find helpful.

* Identify schools of interest and learn all you can about them. A good place to start is a school's catalog, which lists information about the school's course offerings and extracurricular activities. You must contact the school directly to request a catalog and an application for admission. You can also find information about the school via the internet; many schools have their own websites.

* When you contact schools about their application procedures, be sure to inquire about which, if any, entrance exams are required of applicants. Many of the NYC private schools require that students take either the **ISEE** (Independent School Entrance Examination) OR the **SSAT** (Secondary School Admission Test) as part of the application process. If students plan to apply to schools that require each of the different exams, then students must register to take both tests.

Students must register to take the ISEE or SSAT exams, and registration deadlines are typically a month prior to the actual test date. Therefore, it is very important that you start thinking about the schools that your child would like to apply to so that you can register to take the exam as early as possible. There is a cost to register for these exams.

For information about the **ISEE exam** please go to the following websites:

www.erbtest.org AND/OR www.iseetest.org

For information about the **SSAT exam** please go to the following website: www.ssat.org

The website features online test registration, preparation and a School Search tool.

* If possible, visit each school to which your child may be applying. A campus visit is a good way to get an impression of the school. If school visits are scheduled during the regular school day, make sure that you request a note from the school on their letterhead stating that your child attended a school tour. Upon returning to East Side Middle School, students should submit the note to the ESMS main office so that absence and/or lateness can be documented.

* Make sure you complete all the steps in the application process. This should include making sure that the school application form, test scores, current school record and teacher recommendation forms are received at the schools' admissions offices by the specified deadline dates. (Please note that **transcript request forms and counselor recommendation forms** should be submitted to Jessica McInnis and teacher recommendation forms should be submitted directly to the teachers.) For those forms that must be completed by the School Counselor, please adhere to the following **guidelines** that I have prescribed for those families who are applying to private schools:

*Please have students bring forms to me at least 2 weeks prior to the date that they must be received by the high school. This is so that I may be given sufficient time to complete and mail all required documents. I will gladly accept forms even earlier than the 2 week guideline.

*Each form you submit to me must be attached to a **pre-addressed envelope** along with enough stamps to ensure proper mailing. (For most envelopes, 2 or 3 stamps is usually enough postage). Please also include a **separate letter or note** that clearly lists all the schools for which forms are being submitted, along with the due dates for when they should be received by each private school. This would really help simplify things for me because I will then use your letter/note as a quick reference guide. Since the application process for private schools can be very extensive and time consuming, I urge you to start identifying schools of interest as early as possible!

Below please find some important dates to keep in mind as you research private schools of interest:

The Parents League of NY, a not-for-profit membership organization of independent schools and families, will host a **Boarding School Fair and Independent/Private Day School Fair**. These events provide an opportunity for parents to learn about NYC area private schools and boarding schools throughout the country. You will have a chance to meet informally with Directors of Admissions or heads of schools.

September 26th: 4:30-6:15PM Independent Upper/Middle School Fair (Loyola School, E.83rd St. between Park & Madison)

For questions about the Parents League of NY or any of the above listed events, please refer to their website, www.parentsleague.org, or you may call them at 212-737-7385.

THE FOLLOWING IS A LIST OF SCHOOLS THAT FORMER ESMS STUDENTS HAVE APPLIED TO:

THE BREARLEY SCHOOL
BROOKLYN FRIENDS SCHOOL
THE BROWNING SCHOOL
THE CALHOUN SCHOOL
THE CHAPIN SCHOOL
COLLEGIATE SCHOOL
COLUMBIA GRAMMAR & PREPARATORY SCHOOL
CONVENT OF THE SACRED HEART
THE DALTON SCHOOL
FRIENDS SEMINARY
HORACE MANN SCHOOL
PACKER COLLEGIATE SCHOOL
POLY PREP
RIVERDALE COUNTRY DAY SCHOOL
THE SPENCE SCHOOL
TREVOR DAY SCHOOL
UNITED NATIONS INTERNATIONAL SCHOOL