

## September 2010 Important Head-Royce Parent/Faculty Sibling Application Information

As you begin the application process for your son or daughter, we want to apprise you of some of the procedures we have for sibling/faculty applicants.

Since sibling/faculty applicants are admissions priority groups, and we know you will be making important family decisions based on the Admission Committee's decision, we plan to notify sibling/faculty families of Kindergarten and Middle School admissions decisions in late January to coordinate with reenrollment deadlines. Two related parts of this courtesy early notification are:

- **We must have your application complete as early as possible to enable us to process your application within this time frame and**
- **For those admitted, you will be expected to notify the school of your reply within one week of the admission decision.**

***Please notify us if you do not wish to be part of the early decision pool! We are not able to offer early notification for grades 1-5 due to the limited space availability in these classes.***

For **Lower School sibling/faculty applicants**, please observe the following deadlines:

- **Applications for Admission are due Monday November 22, 2010**
- **Kindergarten** screening will be scheduled for Saturday December 11 or Sunday December 12, 2010.
- **Grades 1-4** screening will be scheduled for Saturday February 5, 2011.
- **Grade 5** applicants must take the Independent School Entrance Exam (ISEE) in December.
- Head-Royce is offering the ISEE on Saturday December 11, 2010. Register **early** through ISEE!
- Teacher recommendations and transcripts (grades 1-4 only) **must** be received by January 13, 2011. *Please inform teachers of this important deadline.*

\*\*Decision letters will be mailed January 28, 2011 for Kindergarten and March 10, 2011 for grades 1-5.

For **Middle School sibling/faculty applicants**, please observe the following deadlines:

- **Applications for Admission are due Monday November 22, 2010**
- Schedule the grade 6 Middle School Activity Day for Saturday January 15, 2011.
- Schedule the interview for grades 7 and 8 for Saturday January 15, 2011.
- Schedule the Independent School Entrance Exam (ISEE) for December.
- Head-Royce is offering the ISEE on Saturday December 11, 2010. Register **early** through ISEE!
- The Student Statement, teacher recommendations and transcripts with grades and standardized test scores **must** be received by January 13, 2011. *Please inform teachers of this important deadline.*

\*\*Decision letters will be mailed January 28, 2011 for grades 6-8.

***Please note that while we place siblings/faculty on our priority list for early notification, it is in no way a guarantee for admission.*** Please feel free to call Admissions (Lori Koven) at 531-1300 ext. 2113 with any questions.