

## **Admissions Review Process**

Thank you for considering the Samara Day School for your child. This sheet outlines the steps of the School Admissions Review Process. This process allows us to determine whether Samara can meet your child's educational needs.

### **APPLICATION PACKAGE**

The Admissions Review Process will begin only after we receive a **completed** Application Package. It is the responsibility of the parent to provide the needed information:

1. **The Application Form** should be completed as thoroughly as possible by parent(s) or guardian.
2. **Provide copies of a psycho-educational evaluation if one has been administered;** including cognitive\*, educational and learning style assessments that have been administered. Speech and language and/or motor skills evaluations are needed in many cases. Pertinent medical and psychological records are also needed. The evaluation(s) may have been completed privately or as part of the Individualized Education Plan (I.E.P.) process.

*\* If you are applying to the Private Enrollment Category, one of the following tests of intellectual ability is accepted: Weschler Intelligence Scale for Children - Third Edition (WISC III or IV), Weschler PPSI, Woodcock-Johnson Cognitive Battery; Stanford-Binet, Kaufman Assessment Battery for Children (K-ABC), Differential Ability Scale (DAS).*

3. **The School Admissions Review Agreement** grants permission for the Admissions Review Process. It is also a statement of intent to place privately or utilize public school funding if enrollment is offered. There are two forms of this document: one for private placement; one for publicly funded placement.
4. **Release of Information Form** grants permission for a member of the school admissions team to contact key professionals who can provide important information about your child.
5. **The Application Package Checklist** identifies the precise information needed to complete the Application Package. There are two forms of this checklist: one for private placement and one for publicly funded placement. This form also tracks receipt of information by the Admissions Coordinator and is dated when the file is complete.
6. **The Application Fee or Nonpublic School Funding Verification** is required with the School Admissions Review Agreement. There is a \$50.00 non-refundable Application Fee for private applicants. If an Admissions Review Visit is offered, there is an additional \$100.00 non-refundable fee. There is no Application Fee for students publicly funded to attend a nonpublic school (NPS). In lieu of the fee, submit a copy of the I.E.P. or other school district document verifying that NPS funding has been granted. If funding is being pursued but has not been granted, the Center will *only* begin the

Admissions Review Process upon the request of the student's school district.

### **REVIEW OF RECORDS**

Our staff will carefully review the Completed Application Package. In some cases, with written parental consent, we will contact key professionals who can provide important information about your child. At times, the Review of Records may indicate that our school program would not meet the student's needs. In this case, you will be notified by letter or telephone call of our decision not to proceed with the Admissions Review process. *No written report is provided from this review.*

### **OBSERVATION, SCHOOL VISIT & PARENT INTERVIEW**

If the Review of Records indicates Samara may be an appropriate school placement, we will schedule an observation, school visit and/or parent interview. With young children, it is sometimes helpful for us to observe the student in their current setting to determine how they interact with peers and deal with group situations. If the child is not yet in first grade, this will probably be the first step in the admissions process.

For students in first grade or above, a school visit will be scheduled. The student may attend class at Samara for all or part of a school day. During that visit, an educational therapist may do some diagnostic teaching or assessment, and the student may be observed by members of our professional staff. In addition, each child will have a short interview with a member of our clinical staff.

A member of our School Admissions Team will meet with parents for a Parent Interview. This meeting will closely review your child's history and records. The appointment is often scheduled on the same day as the School Visit.

### **STAFFING CONFERENCE**

All of the information collected from the preceding steps will be reviewed by our staff at a Staffing Conference to determine if our school is appropriate to meet your child's needs. *There is no written report provided from the Staffing Conference or Admissions Review Process.*

### **NOTIFICATION OF ACCEPTANCE**

For parents placing students privately, the School Principal will contact you as soon as possible at the end of the Admissions Review Period and discuss our recommendations. If it is determined that more information is needed, we may request to observe your child at his/her current school, conference with recent teachers or other professionals, or request a longer visit at Samara. At times, additional testing may be required.

For families who are publicly funded, the School Principal will contact the public school representative to discuss any additional information that may be needed, our decision and recommendations. We will then call parents directly.

If your child is accepted, you will receive written notification and a date by which to confirm your decision to enroll your child. If we have not heard from you by the date specified on the acceptance letter, another student may be offered the opening. For

parents enrolling students privately, a non-refundable deposit will be required.

### **ADMISSIONS REVIEW PERIODS**

We accept Application Packages at any time and will notify parents (and/or school districts) when all documents needed for a complete Application Package have been received. Openings for the current school year are *very* limited. Families wishing their child to be considered for mid-year openings, if available, should complete and submit the Application Package.

Students considered for an opening and determined to be appropriate for our program overall, but not for the current opening, may be placed on a waiting list for the next appropriate opening, for Summer or September's enrollment.

We do not currently provide transportation for students.

Students applying for the current school term are encouraged to do so as early as possible. Please understand we offer a limited schedule for school visits; your cooperation in working within offered dates and times is appreciated.

Please feel free to call with any questions about the Admissions Review Process.

Samara Learning Center 541-419-3324.