

Private Schools Admissions Process

Timeline for private school admissions process

Steps	Dates
1) Research elementary schools	Spring prior to PK school year
2) ERB testing	Spring prior to PK school year
3) Select 8-10 school	August prior to PK school year
4) Request applications	Day after Labor Day on year before enrollment
5) School tours	September of year prior to enrollment
6) Complete and submit applications	October through December
7) Child and parent interviews	October through December
8) Send thank you letters to schools visited	October through December
9) Schools will send you acceptance letters	February of year of enrollment

The independent Schools Admissions Association of Greater New York (ISAAGNY)

Most private preschools and K-12 schools are members of ISAAGNY and follow the same timetable for admissions and require the same entrance exams. Families who intend to enroll their children at a private school affiliated with ISAAGNY are required to sign a contract committing them to a year at the school and paying the entire year's tuition; other ISAAGNY schools will not accept a student from another school until they have been formally released. The aim of this policy is to prevent parents from accepting a seat at one school while waiting for a place at another school and reversing their decision. ISAAGNY admissions directors meet regularly and discuss applicants; thus, it does not make a great deal of sense to tailor each application to individual schools as the admissions officers share notes.

Steps in the Application Process

- Step 1) Develop your child's and family's educational profile
- Step 2) Identify the elementary schools that meet your child's and family's needs
- Step 3) Understand the logistics of the admissions process
- Step 4) Prepare for the school tours as well as the parent and student interviews
- Step 5) Complete the applications and write a compelling essay
- Step 6) Select the best school for your child and family

New York State Private School Admissions Process Checklist

- Research elementary schools
(Spring prior to PK enrollment)
- Complete standardized testing
(Spring prior to PK enrollment)
- Identify 8-10 schools to which to apply
(August prior to PK enrollment)
- Request applications from schools
(Day after Labor Day, the year prior to enrollment)
- Visit schools
(September of year prior to enrollment)
- Complete and submit application forms
(October through December)
Did you remember?
 - Completed application
 - Application fee
 - Transcript release form to submit to your child's current school
 - Teacher recommendation forms
 - ERB test scores
 - Parent essay
 - Student statement
 - Personal recommendations
- Child and parent interviews
(October through December)
- Thank you notes
(October through December)
- Admissions notification
(February)
- Select school and pay deposit
(Typically two weeks after admissions notification)