

SECONDARY SCHOOL APPLICATION PROCESS

INDEPENDENT SCHOOL TIMELINE

2020 - 2021

August 2020/September 2020

- Go to school websites and read about the school. Look for the following information:
 - School size
 - Location
 - Sports
 - Arts
 - Other activities
 - Day vs. Boarding.
- When you find a school you are interested in, see if there is an **ONLINE INQUIRY FORM**. Complete and submit requested information.
- If there is no online form, or you have other questions, call for information.
- Determine the type of application each school uses. See if it is completely online, paper, or a combination of the two.
- Review the information you receive and, if you like what you read, see if an interview is required. If it is, call and make the appointment.
- Find out about the dates and locations of upcoming school fairs, events where many different schools are represented. *(These may not be available in 2020-2021).*
- Find out the dates of open houses and other events. *(These may be virtual for 2020-2021).*

September 2020/October 2020

- Keep notes on the various schools as you review their material.
- Find out dates and locations for secondary school entrance exams: Independent School Entrance Exam (ISEE) or the Secondary School Admission Test (SSAT). Check the requirements for each school on your list.
- To prepare for the test, visit the testing websites or purchase a practice book in order to become familiar with the type of questions on the test. There are also FREE practice tests.
Go to: <https://www.ssatprep.com/free-practice> to download some sample tests.
- When you register for the standardized test, make sure to have the results sent to the schools to which you are going to apply.
- Begin work on your section of the application. Fill in the information such as name, address, etc.
- IF YOU ARE USING THE ONLINE APPLICATION, MAKE SURE YOU FOLLOW THE STEPS SO THAT YOUR INFORMATION IS SAVED IF YOU DO NOT FINISH THE APPLICATION ALL AT ONCE.**
- Look over the essay question choices and think about possible topics.
- Talk to your teachers about the essay and have your English teacher look it over.
- Make sure you are scheduled for a tour and interview if one is required.



October 2020/November 2020

- Follow the instructions for how to submit your English and math teacher recommendations. Some are printed, and others are done online. **Give your teachers enough time to complete these forms!**
- Give the School Report Form to your guidance counselor. They will fill it out and submit your official transcript.
- If you choose, give the Optional Recommendation Form to a person of your choice – coach, another teacher, religious leader, or activity sponsor.
- Complete your application information and submit this to the school or schools of your choice **(again, see if the application is online).**

November 2020/December 2020

- Continue to read about the schools in which you are interested.
- See if there are events that you might attend at these schools – plays, music concerts, sporting events.
- Contact the Admissions Offices at the schools if you have ANY questions.

January 2021/February 2021

- Applications to independent schools are generally due in mid-January.
- Financial Aid applications are generally due in late January or early February.

March 2021/April 2021

- Decision letters for independent schools are usually mailed on March 10.
- Notification about your application is sometimes available online on March 10. Ask about these dates since school policies can differ.
- If accepted, look for revisit days (a chance to see the school as an admitted student) in late March or early April.
- Student decisions usually must be made by April 10.

Pingree School Office of Admission

978-468-4415; www.pingree.org/admission

Eric Stacey, Director of Admission, estacey@pingree.org, ext. 239

Mary Dyer, Senior Associate Director, mdyer@pingree.org, ext. 362

Michael Posternack, Associate Director, mposternack@pingree.org, ext. 270

Kathryn Frost, Admission Coordinator, kfrost@pingree.org, ext. 262

PALS Program

www.andover.edu/PALS

Nicole Shadeed, Director, PALSA@andover.edu