



THE HOWARD SCHOOL

Admissions Procedures

Thank you for your interest in The Howard School. Our admissions process is simple; our goal is to determine whether The Howard School is a good fit for your child. We accept applications year-round and do consider mid-year transfers, depending on the specific situation and classroom availability.

1. **School Visit**

Because the quality of the learning environment is crucial to the success of the child, we encourage both parents to visit morning assembly, preferably on a Friday when a class recitation is taking place. This is also a good time to meet the Headmaster, Mr. Joel Reed, and to have questions addressed. Please contact the school office for an appointment. *Optional:* You may wish to schedule an observation of one or more of the classrooms. We encourage parents to observe the grade for which application is being made, and the next two grades. You are also encouraged to attend upcoming school events. (Please see the calendar of upcoming events.)

2. **Application**

Both sides of the application form are to be completed and returned to The Howard School, accompanied by a non-refundable application fee of \$100 (\$50 for each additional sibling). Check should be made payable to The Howard School.

3. **Records and Recommendations** (First through Eighth Grades).

The transcript request form is to be signed by a parent/guardian and given to the applicant's school. The teacher evaluation form is to be signed and given to the applicant's current teacher. The applicant's current school should return both forms directly to The Howard School.

4. **Interview**

After the above information is received, you will be contacted to schedule an informal meeting with your child and the Headmaster, Joel Reed.

5. **Admissions Decisions**

Acceptance, wait-list or non-acceptance letters will be mailed to each applicant after the Admissions Committee meets.

6. **Enrollment Agreement**

A non-refundable student fee of \$500 is to be paid upon acceptance and is used to reserve a place in the school. Upon receipt of the student fee, the student will be enrolled for the next school year.

7. **Orientation**

Applicants who are in grade three or higher may be required to participate in a Carden® Orientation Program.

