



Application Process 2012-2013 Academic Year

Thank you for your interest in Explorer West Middle School! We know that choosing the best school for your child is important to you. Our application process is designed to give our Admissions Committee relevant information about each applicant while also providing families with the opportunity to learn more about our middle school. Included in this application packet are several **required application forms**. **A classroom visit and an interview are also required** in the application process. Important dates, deadlines and process information are described below. If you have any questions, please feel free to contact us.

Important Admission Dates

October 4 th – January 5 th	Applicant/Parent visit mornings - Tuesday, Wednesday, or Thursday Applicant/Parent visits must be completed before January 05, 2012
Tuesday, October 11, 2011	Open House from 6:30pm - 8pm
Wednesday, November 9, 2011	Open House from 6:30pm - 8pm
Friday, December 9, 2011	Early Sibling Application deadline
Friday, December 16, 2011	Early Sibling Decisions mailed
Thursday, January 5, 2012	Applicant/Parent Visit deadline
Thursday, January 12, 2012	Application deadline (for regular applicant pool) by 5pm
Thursday, January 19, 2012	Early Sibling Financial Aid applications due
Thursday, February 02, 2012	Financial Aid application deadline (regular applicant pool)
Friday, February 10, 2012	Early Sibling Responses: Contracts and Deposits deadline
Thursday, March 15, 2012	Enrollment Decisions and Financial Aid offers mailed
Monday, March 26, 2012	New Family Responses: Contracts and Deposits deadline

Required Application Forms and Applicant/Parent Visit Checklist (Please see page two.)

Step 1: Application Materials must be received by Explorer West by Thursday, January 12, 2012 at 5pm.

Turn in School Records Request Form as soon as possible.

- Please turn in the School Records Request Form to your student's current school office.
- Confirm they have mailed records directly to Explorer West Middle School – deadline is **Thursday, January 12, 2012 by 5pm**.

Ask two teachers for teacher evaluations as soon as possible.

- Provide two teachers the Teacher Evaluation Form, along with a stamped envelope, addressed to "Explorer West Middle School".
- Confirm that the two teachers mailed their evaluations directly to Explorer West Middle School – deadline is **Thursday, January 12, 2012 by 5pm**.

In addition, please carefully read, complete, and deliver the following materials to Explorer West Middle School – deadline is Thursday, January 12, 2012 by 5pm.

- Two page Application Form. Please attach a small photo of your child.
This form is required before Applicant/Parent Visit day along with application fee.
- Application fee of \$50. Please make checks payable to "Explorer West Middle School".
- Parent Input Form
- Applicant Essay

Step 2: Schedule an Applicant/Parent Visit

Explorer West Middle School requires that all applicants and their parents/guardians spend a morning visiting the school **by Thursday, January 5, 2012**. Parents observe classes and tour on the same morning of their student's required applicant visit. This is an ideal time for parents to ask us questions. This visit is also a way for families to decide if their educational goals and values match well with ours. Applicants spend the morning visiting classes with a student host and **will have an interview and assessment** on their applicant visit day.

1. Please **submit the Two-Page Application Form** (so that we have your contact information) and the application fee of \$50, on or before the Applicant/Parent Visit.
2. Inform your child about the interview and applicant assessment ahead of time. Each applicant will have an interview with a staff or faculty member and will take a short assessment consisting of several math questions and a writing sample. This assessment helps us to understand what level of math and writing your student has mastered so far.
3. To schedule an Applicant/Parent visit, please contact Director of Admissions, Claudia Rose, at claudiar@explorerwest.org or by calling the office at 206.935.0495.

Financial Aid Program – Financial Aid Applications are due by Thursday, February 2, 2012

Explorer West Middle School believes that the obligation for financing a child's education rests primarily with the family, including parents and extended family when appropriate. We expect that a family will be willing to make significant adjustments in the use of its discretionary resources—and access supplementary resources where appropriate. Explorer West also has a strong commitment to financial aid for our families. Although we cannot afford to give financial aid to all who apply, we encourage all families who feel the need for assistance to apply.

- **If you would like to request a Financial Aid packet**, please call the office at 206.935.0495.

All materials submitted in support of an application for admission become the property of Explorer West Middle School. These materials, including letters of recommendation, school reports, and the results of our admissions screenings, are confidential and will not be released to any one - at any time. Please call us at 206.935.0495 if you have any questions about admissions or financial aid.

Send all application materials to: **Claudia Rose, Director of Admissions**

**Explorer West Middle School
10015 28th Ave SW
Seattle, WA 98146**

- Please note that applications and partial applications received after January 12, 2012 at 5pm will be reviewed on a space-available basis.
- The applicant/parent visit, the applicant interview, and applicant assessments are a part of the application therefore **the applicant/parent visit must be completed by January 5, 2012** in order for an application to be considered complete.
- You can download additional copies of the application forms from the Admissions tab on our website at www.explorerwest.org.