



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.



Please paper clip a small photo of your child.

**2012-2013
Two Page Application Form**

Date _____

Application for Grade _____

APPLICANT - Student's Name

(First) (Middle) (Last)

Female ___ Male ___ Age _____ Date of Birth ____/____/____

Home Address _____
(Street)

(City) (State) (Zip Code)

Home Phone (_____) _____

Applicant currently in grade _____ at (current school) _____

Applicant lives with (please circle): both parents' mother father legal guardian(s) grandparent(s) other _____

Parent/Guardian _____

Parent/Guardian _____

Home Address _____
If different from applicant's

Home Address _____
If different from applicant's

City, State, Zip Code

City, State, Zip Code

Home Phone _____

Home Phone _____

Occupation _____

Occupation _____

Employer _____

Employer _____

Work Phone _____

Work Phone _____

Email _____

Email _____

Cell Phone _____

Cell Phone _____

FAMILY

Brother(s) and Sister(s)

Name _____	Date of Birth _____	Present School _____	Gender _____
_____	____/____/____	_____	_____
_____	____/____/____	_____	_____

Grandparents

Paternal

Maternal

Name _____	Name _____
Address _____	Address _____
Phone _____	Phone _____

Relatives who have attended Explorer West Middle School

Name _____	Relationship to student _____
Name _____	Relationship to student _____

FINANCIAL AID - Please contact the school office to obtain a Financial Aid Application.

All financial aid forms are due no later than February 2, 2012. Explorer West Middle School is committed to providing need-based financial aid to as many of our families who require assistance as possible.

REFERRAL - How did you hear about us? Name _____ Website _____ Other _____

Student's Disciplinary History

Has this student ever been dismissed or suspended from a school? Yes ___ No ___ If yes, please explain:

Signatures

Applicant _____ Date _____

Parent or Guardian _____ Date _____

Parent or Guardian _____ Date _____

Explorer West Middle School does not discriminate on the basis of age, color, creed, disability, marital status, national or ethnic origin, race, religion, sex or sexual orientation. This policy applies to all areas of student concerns (admissions, athletics, educational policies, financial aid, and other school-administered programs) as well as to all areas of personnel/employee concerns (an Equal Opportunity Employer).

Application Fee - Please return your application materials along with the non-refundable application fee of \$50.00.

The 2012-2013 regular applicant visit deadline is Thursday, January 5, 2012.
The 2012-2013 regular application deadline is Thursday, January 12, 2012.

All parts of the **Early Sibling** Application and **Early Sibling applicant/parent visit** due date is Friday, December 9, 2011.



Parent Input Form for 2012-2013 Application Season

You may attach additional sheets if necessary but we prefer concise responses.

Handwritten responses are fine, in blue or black ink.

Due by Thursday, January 12, 2012 at 5pm.

Student's Name _____ **Applying for Grade** _____

Parent/Guardian Name: _____

1. What would constitute the “ideal” middle school experience for your child?

2. Please describe your child's *personal* strengths and weaknesses.

3. Please describe your child's *academic* strengths and weaknesses.

4. Describe how your family has contributed to your current school or community and what you have learned from doing this.

5. What is your role as a parent in supporting your child's education?

Due by Thursday, January 12, 2012 at 5pm.

Attach additional sheets of paper if necessary.

Student Activities List

Student's Name _____ Applying for _____

Student: Please list below, **in order of importance** to you, your extra-curricular activities and interests outside of school. Your list may include art, community service, sports, drama, hobbies, jobs, music, religious and cultural organizations, school clubs, etc. This will help us better understand how you spend your time outside of the classroom.

Activity	Years Involved	Description of your role, positions held, goals achieved

Additional thoughts you'd like to share about these activities _____

Due by Thursday, January 12, 2012 at 5pm.



School Records Request Form for 2012-2013 Application Season

Parents submit this form to your child's current school. Make sure the school knows the deadline for application materials is Thursday, January 12, 2012.

Student/Applicant's Name: _____ **Applying to Grade:** _____

Parent: Please read and sign the statement below and submit this request for records to your child's current school. You may make copies of this form if records from a second school are necessary. *Under provisions of Public Law # 93-380, I hereby give permission to release the information requested by Explorer West Middle School. I understand that the information released will be kept confidential and will be used for admission decisions.*

Parent/Guardian Signature _____ **Date:** _____

To the Principal/Registrar of:

School Name: _____ Public Non-Public

School Phone: _____

The student named above is a candidate for admission to Explorer West Middle School for entrance in **September 2012**. The following information is requested so that we may give this student full and fair consideration for admissions.

- An official report card and/or comment sheets from the **current** school year.
- Official transcripts, report cards and/or comment sheets from the **previous school** year.
- Results of standardized tests and confidential school records including disciplinary actions, individualized testing and assessment, and, if necessary, an IEP.

Are classes sectioned according to ability? Yes No

If the candidate has been in any disciplinary trouble at your school, please describe:

Other comments: _____

Principal/Registrar Signature: _____

We thank you for taking the time to tell us about the student and we will keep your comments confidential.

Please send all records to:

Explorer West Middle School
Claudia Rose, Director of Admissions
10015 28th Avenue SW
Seattle, WA 98146
Fax Number: 206.932.7113

Please return this information to Explorer West no later than Thursday, January 12, 2012.

TEACHER'S EVALUATION FORM

PARTICIPATING MIDDLE AND UPPER SCHOOLS: Annie Wright School, The Bear Creek School, Billings Middle School, The Bush School, Charles Wright Academy, Eastside Catholic School, Eastside Preparatory School, The Evergreen School (gr. 4-8), Eton School (gr. 4-8), **Explorer West Middle School**, Forest Ridge School of the Sacred Heart, Hamlin Robinson (gr. 6-8), Jewish Day School, Lakeside School, Lake Washington Girls Middle School, The Northwest School, The Overlake School, Seattle Academy, Seattle Hebrew Academy (gr. 4-8), Seattle Country Day School (gr. 4-8), Seattle Girls' School, Seattle Waldorf School (gr. 5-12), Soundview School (gr. 4-8), University Prep, Villa Academy (gr. 4-8), Vista Academy at Open Window School.

This form due to Explorer West Middle School by Thursday, January 12, 2012.

TO THE APPLICANT:

Applicant's Name: _____ Applying to Grade: _____

Instructions: Please give this evaluation form to the appropriate teacher. Provide the teacher with stamped envelopes addressed to each of the schools to which you are applying. Make sure that the teacher knows the appropriate deadlines for each school.

TO THE TEACHER:

Person Completing Form: _____ Subject: _____ Grade Level: _____

School: _____ Mailing Address: _____

City: _____ State: _____ Zip: _____ Phone: _____

Instructions: All of the schools listed above are either accredited by or pursuing accreditation through the Pacific Northwest Association of Independent Schools (PNAIS). Each of us shares a commitment to a strong academic curriculum in a supportive atmosphere, and we all seek a student body representative of the diverse populations in the Seattle and Tacoma areas. In addition, we all have need-based financial aid programs. With this in mind, please complete the form below and send a copy of it to each of the schools to which the student is applying. Any school receiving this form may, at the family's request, send it to the admissions office of another participating school.

Recognizing that completing this form is not part of your official duties, our schools greatly appreciate your helping the applicant by supplying the information requested. *Please note that the information you submit will be considered **confidential**, will not be shared with the student and family, and will not become part of the student's permanent school records.*

How long have you known the applicant and in what capacity?

What are the first few words that come to mind to describe the applicant?

ACADEMIC QUALITIES

Compared to other students you have taught at this grade level, how would you rate this student in terms of:

No basis		Out-standing	Above Average	Average	Below Average	Comments
	Study Habits					
	Academic Skills					
	Motivation					
	Intellectual Curiosity					
	Ability to Work Independently					
	Creative Problem-Solving					
	Critical and Abstract Thinking Skills					
	Ability to Work Cooperatively					
	Ability to Organize & Communicate Ideas					

OVER

Name of Applicant: _____

PERSONAL QUALITIES

Compared to other students you have taught at this grade level, how would you rate this student in terms of:

No basis		Out-standing	Above Average	Average	Below Average	Comments
	Leadership					
	Peer Relationships					
	Sense of Humor					
	Creativity					
	Reaction to Constructive Feedback					
	Concern for Others					
	Self-Confidence					
	Integrity					
	Taking Responsibility for Own Actions					
	Involvement in Activities Beyond Classroom					
	Parental Attitude and Cooperation					

ADDITIONAL INFORMATION

Please comment upon the applicant's academic and personal strengths.

Please comment upon the applicant's academic and personal weaknesses.

Please comment on your observations relative to this applicant's learning style.

Please mention any additional information which you think might help our school make an informed decision.

If the school needs clarification, may we contact you by phone and/or email? Yes No Phone #: _____

Email: _____ Signature: _____ Date: _____

PLEASE KEEP A COPY OF THIS FORM FOR YOUR RECORDS



Early Admission and Decision Process for Siblings 2012-2013

Explorer West Middle School offers sibling applicants an **Early Admission and Decision Process**. Explorer West Middle School extends the Early Decision Process to children of faculty and staff and alumni siblings as well. This program is designed to alleviate some of the stress on Explorer West Middle School families associated with the private school application process. We recognize the time and investment it takes to apply to more than one school.

We do hope that our program is a good match for the majority of siblings, although Explorer West Middle School does not guarantee acceptance to siblings. The early decision process is designed to allow time between our early decision notification from Explorer West Middle School - and the application deadline to other independent schools - should the sibling need to explore other educational options.

In order to participate in the **Early Admission and Decision Process for Siblings** – sibling applicants must comply with the following terms:

- Complete the full application, financial aid application (submit online to School and Student Services: sss.nais.org), and applicant/parent visit **before Friday, December 9, 2011**. If your application is not complete by this date it will be processed with the regular application pool when decisions are mailed on March 15, 2012.
- Siblings that apply early will be mailed a decision, along with a Financial Aid decision (if applicable), on Friday, December 16, 2011.
- For siblings that receive acceptance letters, Early Decision Enrollment Contracts and **Deposits are due on or before February 10, 2012 at noon**.
- If you choose not to participate in the Early Admission and Decision Process for Siblings, your child's application will be processed on a space available basis, with the regular applicant pool, using the Thursday, January 12, 2012 application due date.

If you have questions, please feel free to contact the Director of Admissions, Claudia Rose at 206.935.0495 or claudiar@explorerwest.org.