

## **Claremont Preparatory School**

### **Lower School Admissions Checklist for Prospective Applicants**

The following instructions will help guide you through your child's application for admissions to Claremont Preparatory School. The staff of the Admissions Office is available to answer any questions you may have and provide assistance throughout the process.

#### ***3 Year-old Program through Kindergarten***

- Attend an Open House/Tour (call Admissions Office to sign up for an Open House/Tour).
- Register for Admissions Testing through the Educational Records Bureau (ERB) (only required for Kindergarten). Contact information for ERB is included with your admissions materials. ([www.erbtest.org](http://www.erbtest.org))
- Give Transcript Release forms to current school (Kindergarten only).
- Give Teacher Recommendation form to your child's current teacher (not required for 3's applicants). Ask the teacher to mail the forms directly to Claremont Preparatory School (you may want to provide a pre-addressed envelope).
- Complete and mail Application and Parent Statement to Admissions Office with \$50 processing fee. In order to receive notification on the ISAAGNY dates, please submit application by December 7<sup>th</sup>, 2009.
- Once the Application and Parent Statement are received we will call you to set up the parent interview and student play date.

#### ***First Grade through Fourth Grade***

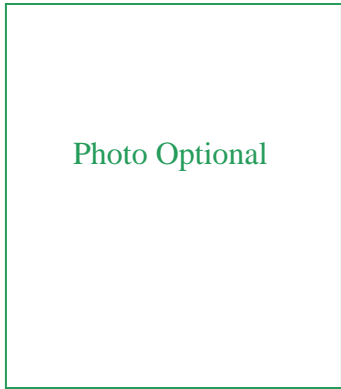
- Attend an Open House/Tour (register online or call the Admissions Office to sign up for an Open House/Tour).
- Register for Admissions Testing through the Educational Records Bureau (ERB). Contact information for ERB is included with your admissions materials. ([www.erbtest.org](http://www.erbtest.org))
- Give Transcript Release forms to current school.
- Give Head of School/Principal Recommendation form to your current school (Grades 2 – 4 only).
- Give Teacher Recommendation form to your child's current teacher. Ask the teacher to mail the forms directly to Claremont Preparatory School (you may want to provide a pre-addressed envelope).
- Complete and mail Application and Parent Statement to Admissions Office with \$50 processing fee. In order to receive notification on the ISAAGNY dates, please submit application by December 7<sup>th</sup>, 2009.
- Once the Application and Parent Statement are received we will call you to set up the student and parent interviews. Applicants will be invited to visit a classroom for a portion of the day.

#### ***Financial Aid Applicants***

- Starting November 1<sup>st</sup>, 2009, Financial Aid information can be submitted to SSS at [www.nais.org](http://www.nais.org). (School code: 4242)
- Past two years' tax returns sent to NAIS

For more information, please contact:  
Admissions Office: 212-232-0266 x229

# Claremont Preparatory School Application for Admission



Please print or type and return to the ADMISSIONS OFFICE.

For academic year: \_\_\_\_\_ Grade: \_\_\_\_\_

Candidate's Birth Date: \_\_\_\_\_  
Month / Day / Year

## APPLICANT INFORMATION

Applicant Last Name	First Name	Middle	Nickname	Gender
Home Address		City	State	Zip

Ethnic Background (optional):

- African American   
  Caucasian   
  Middle Eastern   
  Native American   
  Other  
 Asian American   
  Hispanic/Latino   
  Multiracial   
  Pacific Islander

If you indicated multiracial, other, or wish to provide more detail, please do so here: \_\_\_\_\_

## SCHOOL INFORMATION

Current School	Telephone	Current Grade	Dates Attended
School Address		City	State    Zip
School(s) previously attended		Grades	Dates attended

## PARENT INFORMATION

Relationship to Applicant \_\_\_\_\_

Relationship to Applicant \_\_\_\_\_

Mr.  Mrs.  Ms.  Miss  Dr.  Other \_\_\_\_\_

Mr.  Mrs.  Ms.  Miss  Dr.  Other \_\_\_\_\_

Last Name	First	Middle
Home Address		
Zip		
Home Telephone		Cell
Name of Employer		
Title or Position		
Business Address		
Business Telephone		Email
High School		State
College	Degree	Year
Other Education	Degree	Year

Last Name	First	Middle
Home Address		
Zip		
Home Telephone		Cell
Name of Employer		
Title or Position		
Business Address		
Business Telephone		Email
High School		State
College	Degree	Year
Other Education	Degree	Year

*PARENT INFORMATION CONTINUED*

Applicant's parents are now:  Married  Separated  Divorced  Father Deceased  Mother Deceased  
 Single Parent  Domestic Partners

Applicant lives with: \_\_\_\_\_

If you are separated or divorced, to whom should correspondence be sent:  
\_\_\_\_\_

Is English the child's first language?  Yes  No If no, please specify other language \_\_\_\_\_

*OTHER CHILDREN*

Name	Age	School	Grade

How did you hear about Claremont Preparatory School?  
\_\_\_\_\_

Have you had a tour of Claremont Preparatory School?  Yes  No If yes, when? \_\_\_\_\_

Has the applicant ever applied to Claremont Preparatory School?  Yes  No If yes, when? \_\_\_\_\_

*FINANCIAL AID*

*Admission applications are evaluated independently of Financial Aid applications. Financial Aid awards are need-based. Claremont Prep subscribes to the School and Student Service for Financial Aid (SSS) and requires the Parent Financial Statement (PFS) directly from SSS. SSS information is available at [www.nais.org](http://www.nais.org) or from Claremont Prep. In addition, please submit your family's two (2) most current tax returns.*

Are you requesting Financial Aid?  Yes  No

**Financial Aid is not available for 3's and Pre-K.**

*A non-refundable application fee of \$50 payable to Claremont Preparatory School in check or money order should be enclosed with this form. This fee is payable by check or money order.*

\_\_\_\_\_  
Signature of parent or guardian Date

\_\_\_\_\_  
Signature of parent or guardian Date

Claremont Preparatory School  
Admissions Office  
41 Broad Street  
New York, NY 10004  
212-232-0266 x229

*Claremont Preparatory School does not discriminate on grounds of race, religion, color, gender, national or ethnic origin, physical disability, age, or sexual orientation in selecting its students, faculty, or staff.*

**Claremont Preparatory School**  
**Parent Statement for Lower School Applicants**

Name of Applicant: \_\_\_\_\_

Applying to Grade: \_\_\_\_\_

Parents' Names: \_\_\_\_\_

As part of the admissions process, we ask parents to provide information on their child. In order to help us get to know your child better, please answer the following questions. Please feel free to handwrite or type your responses on a separate sheet.

1. What qualities do you believe to be important in a good education? Which of these qualities do you believe most important for your child?

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2. Describe your child – his/her personality, interests, and talents. What do you see as your child's strengths and challenges?

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3. How would you assess your child's learning or school experiences to date?

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4. How would you describe your child's interactions with peers and with adults?

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5. Is there any other information you would like to share to help us get to know your child better – for example, important family or developmental events?

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## Claremont Preparatory School Parent Request for Transcript Release

### *To the Parent:*

After completing and signing this form, please submit it to the registrar's office at your child's **current** school. This will allow us to receive a copy of your child's transcripts.

I grant permission for a COPY of my child's transcripts to be sent to Claremont Preparatory School.

Child's Name \_\_\_\_\_

Birthdate \_\_\_\_\_ Current Grade \_\_\_\_\_

\_\_\_\_\_  
Signature of Parent or guardian

### *To the Records/Transcripts Office:*

The above named child is an applicant to Claremont Preparatory School. Please send **COPIES** of:

- 1) **Grades/reports upon completion of the first trimester or semester of the current academic year**
- 2) **Recent teacher reports or comments, if any**
- 3) **Attendance record**
- 4) **Standardized test scores**
- 5) **Grades/reports for the previous two years**

**Claremont Preparatory School**  
Admissions Office  
41 Broad Street  
New York, New York 10004  
Tel: (212) 232-0266 x229  
Fax: (212) 232-0284

Please be sure that all transcripts are legible. Thank you for your help.

# Claremont Preparatory School

## Teacher Recommendation Form for Grades 2-4

Name of Applicant: \_\_\_\_\_

Applying to Grade: \_\_\_\_\_

The student named above is applying to Claremont Preparatory School. A full report from the applicant's school is necessary if he or she is to be given consideration for admission. Our ability to effectively evaluate this student is helped considerably by your timely and candid insights. *All information will be kept confidential to the extent that the law allows and will not be retained as a part of the student's permanent record.* On behalf of this student, we thank you for your cooperation.

Your name: \_\_\_\_\_ Title: \_\_\_\_\_

School: \_\_\_\_\_

How long have you known the student? \_\_\_\_\_

In what capacity? \_\_\_\_\_

Student/teacher ratio in your classroom: \_\_\_\_\_

What are the first three words that come to mind to describe this student?

1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_

The items below ask for your sense of this student's emotional and social growth, intellectual development, and relationships within the school community. Please evaluate the student in the following areas by placing a check in the appropriate column.

### Social/Emotional Development

	Truly Outstanding	Excellent	Good	Average	Below Average
Self-esteem	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Leadership	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Willingly observes rules and accepts school procedures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sensitivity to others' feelings/ respect for individual differences	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Respects rights and property of others	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Gets along with peers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sense of humor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tries to solve own problems	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Demonstrates courteous behavior	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Adjusts to daily transitions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Participates appropriately during activities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Maintains self-control	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Accepts responsibility	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Accepts constructive criticism	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Academic Development**

	Truly Outstanding	Excellent	Good	Average	Below Average
Intellectual curiosity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Creativity and imagination	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Initiative	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Motivation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Listens attentively	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Follows oral directions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Follows written directions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Stays on task	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Completes assignments promptly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Works well independently	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Works well in a group	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Works without disturbing others	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Demonstrates effort	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Seeks help when needed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Please comment on the student's effort and achievement in the following areas.

**Reading/Language Arts:**

Decoding skills: \_\_\_\_\_

Reading comprehension: \_\_\_\_\_

Oral expression: \_\_\_\_\_

Written expression: \_\_\_\_\_

Vocabulary: \_\_\_\_\_

Interest in independent reading: \_\_\_\_\_

**Mathematics:**

Conceptualization: \_\_\_\_\_

Computation: \_\_\_\_\_

Problem solving: \_\_\_\_\_

Does this student have any particular affinities or interests you would like to share with us?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

In both academic and social growth and development, please comment on noteworthy strengths of the student.

Academically: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Socially: \_\_\_\_\_

If you could single out one area in which this student needs to improve, what would it be? \_\_\_\_\_

Are there any concerns regarding the child's attendance or promptness in arrival or departure?

Is there any additional information that would be helpful to us in our evaluation of this applicant?

**Parent/School Relationship**

Parents are an important part of our relationship with the student. Please rate the parent's willingness to cooperate with the school:

- 1, Not responsive to school's suggestions or requests
- 2, Responsive, but hesitant to school's suggestions or requests
- 3, Responsive to school's suggestions or requests
- 4, Seeks out assistance from school and enthusiastically responds to school's suggestions or requests
- Not Applicable

Additional Comments: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

If we have additional questions, may we call you? Yes / No

If yes, phone number: \_\_\_\_\_ Most convenient time to call is: \_\_\_\_\_

**Again, thank you for your time and the helpful information you have provided.**

Please return to Claremont Prep at your earliest convenience.

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41 Broad Street  
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# Claremont Preparatory School Recommendation Form for Grades 2-4 Head of School/Principal

Name of Applicant: \_\_\_\_\_ Applying to grade: \_\_\_\_\_

**To the Head of School or Principal:** The student named above is applying to Claremont Preparatory School. A full report from the applicant's school is necessary if he or she is to be given consideration for admission. Our ability to effectively evaluate this student is helped considerably by your timely and candid insights. *All information will be kept confidential to the extent that the law allows and will not be retained as a part of the student's permanent record.* On behalf of this student, we thank you for your cooperation.

**If you do not feel that you are the appropriate person to fill out this recommendation form, please sign below and pass it on to the guidance counselor or homeroom teacher. Similar forms will be sent to the student's teachers.**

Signature: \_\_\_\_\_

Your name: \_\_\_\_\_ Title: \_\_\_\_\_

School: \_\_\_\_\_

How long have you known the student? \_\_\_\_\_

What are the first three words that come to mind to describe this student?

1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_

Please evaluate the candidate in the following areas by placing a check in the appropriate column.

### Social/Emotional Development

	Truly Outstanding	Excellent	Good	Average	Below Average
Dependability and honesty	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Self-esteem	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Self-discipline	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Leadership	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sensitivity to others' feelings/ respect for individual differences	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Responsibility	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reaction to setbacks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Maturity (relative to age)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sense of humor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
School conduct	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Academic Development**

	Truly Outstanding	Excellent	Good	Average	Below Average
Intellectual curiosity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Academic progress	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Creativity and imagination	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to work without supervision	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Motivation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Initiative	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Has the student been promoted regularly during his or her school career?                      Yes / No  
If not, please explain: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please share a brief comment about this student in regard to attendance and tardiness.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Has the student had any recurrent and/or serious disciplinary problems?                      Yes / No  
If yes, briefly explain and note any disciplinary action taken: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

If you could single out one area in which this student needs to improve, what would it be? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Parent/School Relationship**

Parents are an important part of our relationship with the student. To the best of your knowledge and with careful consideration to accuracy, please share with us any thoughts you have regarding this applicant’s family, including involvement in your school.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

To your knowledge, is the parents' perception of their child compatible with the school's understanding of the child?  
Please comment.

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Are you aware of any family circumstances that affect the student's life at school?

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Which word(s) best describe the parents in regard to their child?

1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_

Please explain: \_\_\_\_\_

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Additional comments:

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Signature: \_\_\_\_\_ Date: \_\_\_\_\_

If we have additional questions, may we call you?      Yes / No

If yes, phone number: \_\_\_\_\_ Most convenient time to call is: \_\_\_\_\_

**Again, thank you for your time and the helpful information you have provided.**

Please return to Claremont Prep at your earliest convenience.

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