<table>
<thead>
<tr>
<th>Period</th>
<th>Timeframe</th>
<th>Action Step</th>
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<tbody>
<tr>
<td>Summer before 7th grade</td>
<td>July - Aug</td>
<td>- Start a fresh calendar &amp; notebook, dedicated to high school admissions</td>
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<td>- Consider self-assessment exercises</td>
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<td>- Consider attending Intro to HS events held by Dept. of Ed (DOE); start to</td>
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<td></td>
<td>learn about key admissions concepts/terminology &amp; role of 7th grade record</td>
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<td></td>
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<td>- Set academic goals for 7th grade</td>
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<td>- Plan for fall events</td>
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<td></td>
<td>Sep - Dec</td>
<td>- Consider attending school fairs (DOE or other) to begin your exploration</td>
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<td>- Begin compiling portfolio of exemplary school work</td>
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<td>- Begin assessing various types of schools for interest &amp; fit (incl. non-public, etc.)</td>
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<td>- Where possible, consider attending some school open houses</td>
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<td>- Get familiar with HS Directory, InsideSchools.org &amp; other key resources</td>
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<td>- Begin jotting down school names &amp; initial thoughts into a spreadsheet/table</td>
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<td>Jan - March</td>
<td>- Consider starting some informal school visits - performances, events, etc.</td>
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<td>- Track academic record vs. goals &amp; selection criteria for aspirational schools</td>
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<td>- Consider a test/audition prep plan (State tests, SHSAT, school-based tests, etc.)</td>
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<td>April - June</td>
<td>- Test &amp; audition/portfolio prep, as necessary, based on individual school reqts</td>
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<td>- Start to develop a formal written, prelim. list of schools (the more the better!)</td>
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<td>- Take NY State (or other) standardized testing</td>
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<td>- Consider attending some spring open houses, where available</td>
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<td>- Get new HS publications from your school or from DOE (June)</td>
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<td></td>
<td>- Begin filling in fall calendar with key dates/deadlines, conflicts, etc. (June)</td>
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<td></td>
<td>- Begin to review updated school admissions selection criteria (June)</td>
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<td>- Be on the lookout for your school's high school information session</td>
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<td>*** Suggested June Goal ***</td>
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<td>Working list of at least 15 public schools under consideration (+ specialized, if applicable)</td>
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<tr>
<td>Summer before 8th grade</td>
<td>July - Aug</td>
<td>- With your child, further develop your school research &amp; list</td>
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<td>- Prepare for SHSAT/LaGuardia HS registration in September</td>
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<td>- Develop organized files for each school under consideration</td>
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<td></td>
<td>- Continue test &amp; audition/portfolio prep, as necessary</td>
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<td>- Attend summer admissions events held by DOE (nyc.gov/schools)</td>
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<td>- Consider drafts for individual school written admissions assignments</td>
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<td></td>
<td>- Begin to review school open house info on school websites and register, as nec.</td>
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<td>- Plan fall calendar of events</td>
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<td></td>
<td>- Prepare to return to school with a preliminary HS school list</td>
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<tr>
<td>8th grade</td>
<td>Sep - June</td>
<td>- Check your school's website or nyc.gov/schools for details, or contact NYCAS to ask about a customized plan for your family.</td>
</tr>
</tbody>
</table>

Ask us about a complimentary consultation and how we can help your family with a customized admissions plan.

NYCAS is not responsible for variations or changes in timeline or policies set by schools or the Dept. of Ed. This timeline is for general, informational purposes only; families are advised to verify all dates & consider a personalized plan based on your own circumstances.

Self-assessment exercises can be an effective way to help define what constitutes school 'fit' for your child; some examples can be found at edutopia.org.

Check with individual high schools for their policies on 7th grade visitation.

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Specialized High School Test Prep Courses

Private Prep Courses:

**GRF Test Preparation Classes**
201- 592-1592
GRFTestPrep@aol.com
www.GRFTestPrep.com

**Naomi Bushman** 212-475-7333

**Kaplan Test Prep** 1-800 KAP-TEST
www.Kaplan.com

**Princeton Review**
www.review.com

**Thinking Caps**
Alexandra Mayzler
917-779-8183
516-884-5782
www.thinkingcapstutoring.com

**West End Tutors**
Avi Zloof
212-749-5031
www.westendtutors.com

**Applerouth Tutoring Services**
At the 14th street Y
212-731-4676
www.applerouth.com
Screened Programs

Screened programs evaluate applicants based on their academic grades, standardized test scores, attendance and punctuality. When a program is listed as “Screened,” it means that program has target criteria by which a student is evaluated for admission.

Academic Screens

High Academic Screens generally require:
- 85-90% (minimum) in major subject areas
- Test Scores of Level 3-4
- Good attendance & punctuality

Academic Screens generally require:
- 70-80% (minimum) in major subject areas
- Test Scores of Level 2-4
- Good attendance & punctuality

In addition, some screened programs also evaluate applicants using one or more of the following:

<table>
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<tr>
<th>Activity</th>
<th>Description</th>
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</table>
| Writing Sample            | • May involve any (or any combination) of the following:  
  o An essay that has already been graded by teachers at your school  
  o An essay that you write “on the spot” when you visit the high school  
  o An essay written on your own time in response to a specific prompt from the high school  
  • Schools may ask for a personal essay or a reaction to a quotation, current or historical event, or some other prompt |
| Interview                 | • May be conducted in a one-on-one or a group setting  
  • May be a structured conversation (with specific questions) or an unstructured conversation (with back-and-forth dialogue) |
| Group Activity            | • May involve group problem-solving, collaboration and storytelling  
  • Schools may assess how students interact with their peers |
| Qualifying Assessment/ Diagnosis Test | • Any qualifying assessments or diagnostic tests required for screened programs are school-based (meaning each school creates and administers its own assessments)  
  • School-based assessments should NOT be confused with the Specialized High Schools Admissions Test (SHSAT), which is required for entrance into the eight specialized exam high schools |
| Academic Portfolio        | • A collection of your academic work, within or across disciplines  
  • Check with schools for specific requirements |
| Online Activity           | • May involve an essay or writing sample  
  • May include online videos, reading, images, or other material as prompts |

Activities required for screened programs are listed in the “Selection Criteria,” located under each program in the High School Directory.

For more information, call (718) 935-2399 or visit our website www.nyc.gov/schools/ChoicesEnrollment/High
<table>
<thead>
<tr>
<th>School</th>
<th>Website</th>
<th>Requirements</th>
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<tbody>
<tr>
<td>Bard</td>
<td><a href="http://www.bhsec.bard.edu/admission">www.bhsec.bard.edu/admission</a></td>
<td>Bard requires an assessment to be considered for admission. You must register on website.</td>
</tr>
<tr>
<td>Beacon</td>
<td><a href="http://www.beaconschool.org">www.beaconschool.org</a></td>
<td>Please request an interview, register on website. Students are required to submit portfolio of academic work. Visit website for instructions.</td>
</tr>
<tr>
<td>Frank McCourt</td>
<td><a href="http://www.frankmccourthighschool.org">www.frankmccourthighschool.org</a></td>
<td>Complete writing task check website. Interview</td>
</tr>
<tr>
<td>Manhattan/Hunter Science High School</td>
<td><a href="http://www.mhshs.org">www.mhshs.org</a></td>
<td>Separate application to be completed. They require an essay.</td>
</tr>
<tr>
<td>Manhattan Village Academy</td>
<td><a href="http://schools.nyc.gov/schoolportals/02/M439">http://schools.nyc.gov/schoolportals/02/M439</a></td>
<td>Please check website for updated information.</td>
</tr>
<tr>
<td>School of the Future</td>
<td><a href="http://www.sof.edu">http://www.sof.edu</a></td>
<td>Portfolio requirement and complete interview request form. Over/Please</td>
</tr>
<tr>
<td>Schools with additional selection criteria</td>
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<td>--------------------------------------------</td>
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<tr>
<td><strong>Columbia Secondary High School</strong></td>
<td><strong><a href="http://www.columbiasecondary.org">www.columbiasecondary.org</a></strong></td>
<td>Separate application. Sample essay or research report written for any subject. All information on their application. Interview.</td>
</tr>
<tr>
<td><strong>NYCiSchool</strong></td>
<td><strong><a href="http://www.nycischool.org">www.nycischool.org</a></strong></td>
<td>Online activity. Visit website for details.</td>
</tr>
</tbody>
</table>
Private School Information:

* Identify schools of interest and learn all you can about them. A good place to start is a school's catalog, which lists information about the school's course offerings and extracurricular activities. You must contact the school directly to request a catalog and an application for admission. You can also find information about the school via the internet; many schools have their own websites.

* When you contact schools about their application procedures, be sure to inquire about which, if any, entrance exams are required of applicants. Many of the NYC private schools require that students take either the ISEE (Independent School Entrance Examination) OR the SSAT (Secondary School Admission Test) as part of the application process. If students plan to apply to schools that require each of the different exams, then students must register to take both tests.

Students must register to take the ISEE or SSAT exams, and registration deadlines are typically a month prior to the actual test date. Therefore, it is very important that you start thinking about the schools that your child would like to apply to so that you can register to take the exam as early as possible. There is a cost to register for these exams.

For information about the ISEE exam please go to the following websites: www.ets.org AND/OR www.iseetest.org

For information about the SSAT exam please go to the following website: www.ssat.org

The website features online test registration, preparation and a School Search tool.

By registering to take either the ISEE or the SSAT, students can select which schools they would like to receive their scores. These schools should be the schools to which the student is applying and which also requires the exam as part of the application process.

* If possible, visit each school to which your child may be applying. A campus visit is a good way to get an impression of the school. If school visits are scheduled during the regular school day, make sure that you request a note from the school on their letterhead stating that your child attended a school tour. Upon returning to school, students should submit the note to the main office.

* Make sure you complete all the steps in the application process. This should include making sure that the school application form, test scores, current school record and teacher recommendation forms are received at the schools' admissions offices by the specified deadline dates. (Please note that transcript request forms and counselor recommendation forms should be submitted to Leslie Berck and teacher recommendation forms should be submitted directly to the teachers.) For those forms that must be completed by the Guidance Counselor, please adhere to the following guidelines that I have prescribed for those families who are applying to private schools:

  *Please have students bring forms to me at least 2 weeks prior to the date that they must be received by the high school. This is so that I may be given sufficient time to complete and mail all required documents. I will gladly accept forms even earlier than the 2 week guideline.

  *Each form you submit to me must be attached to a pre-addressed envelope along with enough stamps to ensure proper mailing. (For most envelopes, 2 or 3 stamps are usually enough postage). Please also include a separate letter or note that clearly lists all the schools for which forms are being submitted, along with the due dates for when they should be received by each private school. This would really help simplify things for me because I will then use your letter/note as a quick reference guide.
Since the application process for private schools can be very extensive and time consuming, I urge you to begin identifying schools of interest as early as possible!

Continued on back of page.
Below please find important event information to keep in mind as you research private schools of interest:

The Parents League of NY, a not-for-profit membership organization of independent schools and families, will host a **Boarding School Fair and Independent/Private Day School Fair**. This event provides an opportunity for parents to learn about NYC area private schools and boarding schools throughout the country. You will have a chance to meet informally with Directors of Admissions or heads of schools.

The Fair schedule is as follows:

**September TBA**

For questions about the Parents League of NY or the above listed event, please refer to their website, [www.parentsleague.org](http://www.parentsleague.org), or you may call them at 212-737-7385.