

The Episcopal Academy

APPLICATION FOR ADMISSION

MIDDLE AND UPPER SCHOOL

6TH THROUGH 12TH GRADES



Dear Family,

Welcome to The Episcopal Academy! I am delighted that you are considering EA for your child's education.

This application document will answer some questions you may have about Episcopal, and assist you through the admission process.

I am often asked about what we look for in admission. Though it varies from grade to grade, there are common factors that stand out:

STUDENTS WITH ABILITY AND CURIOSITY

Students who thrive at Episcopal have innate ability, an eagerness to learn new things, and natural curiosity. They respond to the challenges presented in and out of our classrooms and grow accordingly. Our goal is to foster development of the Mind, Body, and Spirit in all our students.

STUDENTS AND FAMILIES WHO WANT TO BE PART OF A COMMUNITY

We value our families and want everyone to feel part of this dynamic and diverse community. We encourage students to get involved with age appropriate school activities, and we encourage parents to participate in the EAPA (Episcopal Academy Parent Association) and to offer their time and talents when possible.

STUDENTS AND FAMILIES WHO WILL SUPPORT AND BROADEN OUR COMMITMENT TO DIVERSITY

Episcopal is a community of many different faiths, socioeconomic circumstances, and cultures. We warmly welcome interested families to attend chapel, learn about financial aid and payment programs, and talk with our Director of Diversity and Inclusion.

An appointment with a member of the admission staff is an invaluable opportunity to have other specific questions addressed and to provide you with time to discuss your family's educational goals. If we haven't already scheduled a time for you to come in, I hope you will call to set up a parent appointment and a day for your child to visit with us. I thank you for your interest in Episcopal, and look forward to working with you.

Sincerely yours,

A handwritten signature in black ink, appearing to read 'Peter C. Anderson', with a long horizontal line extending to the right.

Peter C. Anderson

ADMISSION STEPS *for 6th through 12th Grades*

To assist you in completing your child's application, please refer to the following steps. An application is complete and ready for review when all of the pieces have been received by the Admission Office.

For applicants who have completed the admission process by December 15th, decisions will be communicated by mid-January. We ask for a response by March 1st. Subsequent admission decisions are made on a rolling basis, as space permits.

Students who are qualified for admission but for whom there is no room in the grade are placed in a Wait Pool. When an opening in the grade becomes available, the Admission Committee considers all of the children in the Wait Pool for that grade and offers admission to the student who best complements the class.

APPLICATION (sample on p. 5)

The application process begins when the application form and \$50.00 application fee are received by the Admission Office. Applicants are encouraged to inquire and apply [online](#). A login to our Admissions Portal will be sent to you once your inquiry form is received. This will enable you to submit your application and check the status of your child's application online. (See Follow-Up section, below.) Please check your email for a notice to choose a password and make note of your login and password:

_____ Login _____ Password

APPOINTMENT WITH ADMISSION ASSOCIATE

Please be sure to schedule an appointment with an Admission Associate by calling 484-424-1444 or by emailing: admission@episcopalacademy.org. This meeting allows you to discuss your educational goals for your child and enables you to learn more about Episcopal.

REPORT CARD AND TRANSCRIPT RELEASE FORM – Distribute AFTER November 1st.

Through our [admission portal](#), please email the Transcript Release Form (sample on p. 15) to your child's school, authorizing the school to email us official copies of your child's transcript/final report cards from previous school years, including the current year's report card, comments, and any standardized test scores.

TWO TEACHER RECOMMENDATION FORMS Math English – Distribute AFTER November 1st.

Please note: It is important that the teacher recommendation forms not be completed until November, as teachers need time to work with your child in the new school year. Forms filled out prior to November 1st are not appropriate for the Admission Committee.

Through our [admission portal](#), please email the Recommendation Forms to your child's CURRENT:

(1) Math teacher, [sample on pp. 9-10] and (2) English/Language Arts teacher [sample on pp. 11-12].

PERSONAL RECOMMENDATION FORM (optional)

Through our [admission portal](#), you are welcome to email the form [sample on pp. 13-14] to an adult who knows your child well but is not a family member (e.g. coach, music teacher, neighbor, former teacher, etc.).

TESTING

All applicants for Middle & Upper School take a standardized admission test, the ISEE (Independent School Entrance Exam) or the SSAT (Secondary School Admission Test). Either test is appropriate and is scheduled by the family. Please register online at [ISEE](#) or [SSAT](#). PSAT or SAT scores, if taken during high school, may be used in lieu of the ISEE or SSAT.

STUDENT VISIT

It is necessary for your child to visit Episcopal. Please call or email to arrange a visit: 484-424-1444 or admission@episcopalacademy.org. Student visits begin in late September.

FOLLOW-UP

Please log into our [admission portal](#) (www.episcopalacademy.org); then go to "Admissions" then "Apply/Application Status" and "Admissions Portal") where you will be given the option to check the status of your child's application materials.

If materials are missing, it will be necessary for you to contact your child's school to remind them that your child's information needs to be submitted to our Admission Office.

TIMETABLE *for 6th through 12th Grades*

The following monthly timetable is a chronological outline of the typical sequence for Admission. While we understand that not every application can follow this schedule, our timetable necessitates that decisions be made by mid-January. Applications which are completed after the January decisions, and determined to be “acceptable,” may result in a Wait Pool status if there is no room in the grade at that time. The Admission Steps on the previous page in this application document provide additional information regarding the admission process. Samples of all materials referred to below are found in this document; please use our [admission portal](#) to track submission of all materials.

SEPTEMBER – OCTOBER

- Receive information by submitting [online form](#) (go to www.episcopalacademy.org, click on “Admissions” then “First Step: Inquire”).
- Contact the Admission Office to schedule a fall parent/guardian appointment.
- Submit application form online with \$50.00 application fee by credit card.
- Schedule admission testing (ISEE or SSAT) by early December to meet December 15th deadline.
- Schedule child’s visit day at Episcopal.

NOVEMBER

- Through our admission portal, email Report Card and Transcript Release Form to your child’s school.
- Through our admission portal, email teacher recommendation forms to your child’s CURRENT Math and English/Language Arts teachers.
- Through our admission portal, email personal recommendation form (optional).
- Be sure that your parent/guardian appointment with an Admission Associate AND your child’s visit to EA have either occurred or are scheduled to occur.

DECEMBER

- Check our admission portal to determine if all materials needed to complete your child’s application have been received.
- If materials are missing, please follow up with your child’s school and/or testing service to send any materials needed to complete the application.

JANUARY

- If application is complete by December 15th, receive notice regarding the decision of the Admission Committee.
- If applying for financial aid, please carefully note the following dates:
 - a) Submit a Parents’ Financial Statement (PFS) form to the “School & Student Services by NAIS.” This can be done online at www.sssbynais.org. This needs to be completed by **January 10th**.
 - b) Submit a copy of your most recent 1040 Federal Tax Return (tax year prior to the school year for which you are applying), including all W-2’s and appropriate schedules to the Director of Financial Aid by **February 10th**.

MARCH

- If your child was offered admission and will enroll, submit online enrollment agreement and 10% deposit by **March 1st**. For families notified of an acceptance by mid-January, we encourage decisions well before the March 1 deadline. Accepted families who fail to make their decision before the March 1 deadline may risk being placed in the Wait Pool.
- If your child was offered a space in our Wait Pool, please inform the Admission Office of your decision to remain in the Wait Pool by **March 1st**.

FINANCIAL AID INFORMATION

FINANCIAL AID PHILOSOPHY

Why financial aid is important to Episcopal Academy:

The Episcopal Academy's need-based financial aid program enables students to attend the Academy regardless of a family's ability to pay full tuition. Our commitment to diversity includes socioeconomic diversity. The school is enhanced by enrolling students from varied socioeconomic backgrounds.

The family's responsibility:

While the cost of an independent school should not be an obstacle to applying for admission or attending that school, The Episcopal Academy recognizes that the primary responsibility for financing an independent school education rests with the student's family. We also believe that a family must look to all available resources, including grandparents or other family members, before and in addition to requesting financial aid from the school. It is our philosophy that certain lifestyle choices must be examined when a family applies for financial aid. These choices include, but are not limited to: ownership of secondary real estate property, ownership of luxury automobiles, membership in private dues-paying clubs, and the assumption that all able-bodied parents be gainfully employed. In keeping with our philosophy of financial aid, families are expected to make some sacrifices. The above-mentioned lifestyle choices would be the type of things a family would be expected to consider before requesting financial aid.

How financial aid decisions are made:

Financial aid decisions are made by the Financial Aid Committee, which is separate from the Admission Committee. An application for financial aid in no way affects an applicant's opportunity to be admitted to the school. All financial aid decisions are made based on financial need without regard to a student's race, color, religion, ethnicity, or national origin.

FINANCIAL AID MATERIALS

There are two steps which must be completed by families applying for financial aid. There are two deadlines by which Episcopal should receive the completed materials for financial aid.

1) Submit a Parents' Financial Statement (PFS) form to the "School & Student Services by NAIS." This can be done online at ssbbynais.org. This needs to be completed by **January 10th**.

2) Submit a copy of your most recent 1040 Federal Tax Return (tax year prior to the school year for which you are applying), including all W-2's and appropriate schedules to the Director of Financial Aid by **February 10th**. Shareholders in S Corporations or Partnerships should also provide a Schedule K-1 Form 1120S or Form 1065.

All financial information is held in the strictest confidence and is kept within the confines of the Financial Aid Committee.

ADMISSION AND THE FINANCIAL AID PROCESS

Preliminary financial aid decisions for new students are sent to the family with a child's acceptance to Episcopal when all deadlines are met. Late applications for financial aid will only be considered as long as financial aid funds remain available.

Applying for financial aid will not in any way impact the admission decision. Admission decisions and determination of financial aid are made by two separate committees. The Admission Committee is not aware of financial aid applications and in no way considers ability to pay tuition and related costs. Admission decisions are based upon the applicant's ability to succeed academically and to participate constructively in the Episcopal Academy community.

The Financial Aid Committee must consider each family's ability to pay, and the availability of Episcopal Academy's financial aid funds. As a result, **it is possible that not every student who is offered admission and who demonstrates financial need will receive a financial aid grant.**

FINANCIAL AID INFORMATION *(Continued)*

FINANCIAL AID AWARDS

Financial aid covers tuition and some additional related expenses. However, it is important to note that **financial aid does not cover all expenses**. Books, lunches, and a few additional fees are paid by the family. In determining financial aid awards, the Committee strives to avoid causing financial hardship for the family as they attempt to cope with non-tuition expenses.

DIVORCE, SEPARATION, RE-MARRIAGE

Parental divorce, separation, and/or re-marriage are factors in the determination of financial aid eligibility. The assets of both parents are considered in the financial aid process.

Therefore, each parent (and his/her current spouse) must complete a separate financial aid application. It is the responsibility of one parent to encourage the other parent to complete the financial aid forms. The information is kept in the strictest confidence. In cases of divorce, separation, or never-married parents, one parent's information is never revealed to the other. If either parent fails to complete the financial aid application, the student's eligibility for financial aid may be jeopardized.

ADDITIONAL EXPENSES AND FINANCIAL AID

Families should remember to include the incidental fees and expenses above and beyond tuition and any financial aid award to their budgeting for the year. The Business Office can provide families with a range of usual expenses incurred at each grade level. The Business Office can also provide information about interest-free, monthly payment plans, which can help to offset the burden of paying a large bill in one sum.

THE EPISCOPAL ACADEMY

Application for Admission (*Sample only; please complete this [online.](#)*) 6th through 11th Grades

APPLICANT

Name: _____
First Middle Last Jr., III, etc.

Date of Birth: ____/____/____ Gender: Female Male Preferred Name: _____
Month / Day / Year

Applicant seeks to enroll in grade ____ for the term beginning September _____.
Year

Home Address: _____
Number and Street

City State Zip Home Phone

Applicant lives with: Both parents Mother Father Other _____

Non-Custodial Parent/Guardian to receive correspondence Yes No

PARENT/GUARDIAN Check if address is same as applicant; not necessary to repeat home address below if same as applicant.

Name: _____
Title (Mr., Mrs., Dr. etc.) First Middle Last Suffix (Jr., III, Esq., etc.)

Home Address: _____
Number and Street

City State Zip Home Phone Cell Phone

Employer: _____ Position: _____

Business Address: _____
Number and Street

City State Zip Work Phone

E-mail: _____

PARENT/GUARDIAN Check if address is same as applicant; not necessary to repeat home address below if same as applicant.

Name: _____
Title (Mr., Mrs., Dr. etc.) First Middle Last Suffix (Jr., III, Esq., etc.)

Home Address: _____
Number and Street

City State Zip Home Phone Cell Phone

Employer: _____ Position: _____

Business Address: _____
Number and Street

City State Zip Work Phone

E-mail: _____

SIBLINGS

Name: _____
First Middle Initial Last Date of Birth School Attending Current Grade

Name: _____
First Middle Initial Last Date of Birth School Attending Current Grade

Name: _____
First Middle Initial Last Date of Birth School Attending Current Grade

OTHER

Please list the names of relatives or friends who have attended Episcopal:

Name: _____	<i>Class/Years at EA</i>	<i>Relationship to Applicant</i>
Name: _____	<i>Class/Years at EA</i>	<i>Relationship to Applicant</i>
Name: _____	<i>Class/Years at EA</i>	<i>Relationship to Applicant</i>

CURRENT SCHOOL

<i>School Name</i>	<i>Present Grade</i>	<i>Dates Attended: From/To</i>		
School Address: _____	_____	_____	_____	_____
	<i>Number and Street</i>	<i>City</i>	<i>State</i>	<i>Zip</i> <i>Phone</i>
Name of Principal or Head of School: _____				
Public School District in which Applicant resides: _____				

PRIOR SCHOOLS

<i>School Name</i>	<i>City, State</i>	<i>Grade Completed</i>	<i>Dates Attended: From/To</i>
_____	_____	_____	_____
<i>School Name</i>	<i>City, State</i>	<i>Grade Completed</i>	<i>Dates Attended: From/To</i>
_____	_____	_____	_____
<i>School Name</i>	<i>City, State</i>	<i>Grade Completed</i>	<i>Dates Attended: From/To</i>
_____	_____	_____	_____

EDUCATIONAL GOALS

Please tell us your immediate and long-term educational goals for your child.

FOR OUR INFORMATION

Please tell us how you heard about Episcopal. Check all that apply.

- | | | | |
|----------------------------------|---|---|--|
| <input type="checkbox"/> Friends | <input type="checkbox"/> Open House/A Closer Look | <input type="checkbox"/> Reputation | <input type="checkbox"/> Coach/Faculty Member |
| <input type="checkbox"/> News | <input type="checkbox"/> Tuesday Tour | <input type="checkbox"/> Current Family | <input type="checkbox"/> International Consultant |
| <input type="checkbox"/> Website | <input type="checkbox"/> Summer Camp | <input type="checkbox"/> Alumnus _____
<i>(Class of)</i> | <input type="checkbox"/> Educational Consultant |
| | | | <input type="checkbox"/> Relocation Consultant/Realtor |

Other (Please specify.) _____

Optional:

How would you describe your child's ethnicity?

- African American (including Africa and Caribbean)
- Asian American (including Indian subcontinent and Philippines)
- European American (Caucasian)
- Hispanic or Latino American
- International _____(Please specify country of citizenship.)
- Middle Eastern American
- Multiracial American _____(We invite you to share the countries and/or cultures your family identifies with most.)
- Native American
- Pacific Islander American

The Episcopal Academy does not discriminate in admission policies or practices on the basis of race, color, religion, sex, sexual orientation, national origin, age, financial status, or familial affiliation or any other characteristic protected by law.

FINANCIAL AID

I/We do _____ do not _____ wish to receive financial aid information.

CERTIFICATION

Please complete this application online and pay the **application fee of \$50** by credit card [here](#).

If you do not have access to a computer with Internet, please mail a paper application with a check for the application fee (payable to *The Episcopal Academy*) to:

Director of Admission
The Episcopal Academy
1785 Bishop White Drive
Newtown Square, Pennsylvania 19073-1300

I understand that by filing this application, submitting the \$50.00 application fee and all required admission materials, the applicant will be considered for admission for the grade and year indicated on this application and that The Episcopal Academy may request the transcripts and confidential recommendations from the applicant's previous and current schools. I also understand that the application fee is not refundable.

My signature below indicates that all of the information contained in this application is complete, correct, and honestly presented.

Signature of Parent(s) or Guardian(s)

Date

Episcopal Academy Admission Office
E-mail: admission@episcopalacademy.org

STUDENT INTEREST/ACTIVITY SHEET

(Sample only; please complete this [online](#).)

Name _____ Grade for which you are applying _____

Please tell us some of your interests and some of the things you especially enjoy doing. Put a check mark '✓' next to the things you like to do, and put an 'X' by the things that are your favorite or that you like to do the most. Thanks!

ACADEMICS

- Computer/Technology
- English
- History/Social Studies
- Language
Which? _____
- Mathematics
- Science
- Study of religion/faith/spirituality
- Other _____

ACTIVITIES

- Clubs
Which? _____
- Community Service
What? _____
- Student Council
- Youth Group
- Other _____

ARTS

- Creative Writing
- Dance
- Drama
- Instrumental Music
Which? _____
- Painting/Drawing
- Photography
- Sculpture/Ceramics
- Vocal Music
- Other _____

SOCIAL/GENERAL ACTIVITIES

- Being with friends
- Movies
- Music
- Reading
- Travel
- Writing
- Other _____

ATHLETICS

- Baseball
- Basketball
- Crew
- Cross Country
- Field Hockey
- Football
- Golf
- Ice Hockey
- Lacrosse
- Other _____
- Soccer
- Softball
- Squash
- Swimming/Diving
- Tennis
- Track
- Water Polo
- Wrestling

RECREATION

- Biking
- Karate/Martial Arts
- Riding
- Roller Blading
- Sailing
- Skateboarding
- Skating (ice)
- Skiing
- Other _____

SPECIAL INTERESTS

Please tell us a little more about any of your special interests, talents, or hobbies.

APPLICANTS TO 6TH - 12TH GRADES

(Sample only, please email through our [admission portal](#).)

CURRENT TEACHER RECOMMENDATION FORM – MATH



This recommendation form is accepted by The Episcopal Academy. **It is to be signed by the parents or guardians and given to the student's current teacher after November 1st.**

I/We understand that we may not look at this evaluation and assure the evaluator and the school that we will not try to do so. We give permission for the evaluator to release the information on this form to The Episcopal Academy. We understand that as parents we will not have access to this confidential information and that it will not become part of our child's permanent record.

First Parent/Guardian Signature _____

Second Parent/Guardian Signature _____

Name of Student _____ has applied for grade _____.

To the Evaluator: Please complete both sides of this form and send to The Episcopal Academy **after November 1 and by December 15**. Your comments will be held in strictest confidence. Thank you very much for your cooperation and help.

How long have you known the candidate and in what connection? What grade/grades do you teach? _____

Please list the textbook(s) used, if applicable _____

Was this course designed as an honors or accelerated course? YES NO

ACADEMIC QUALITIES

Intellectual curiosity

- Strong and varied
- Good
- An occasional spark
- Limited
- No basis for judgment

Effort and drive

- Outstanding
- Good
- Sporadic
- Occasional
- No basis for judgment

Seeks help when needed

- Always
- Usually
- Sometimes
- Rarely
- No basis for judgment

How quickly does the student grasp new concepts?

- Easily
- With minimal difficulty
- With some difficulty
- With great difficulty

How quickly is the student able to apply new topics to application problems?

- Easily
- With minimal difficulty
- With some difficulty
- With great difficulty

How does the student's overall performance compare to that of other students in the grade level? Please indicate if a student is strong, weak, or needs improvement in specific areas.

- Above grade level
- Same as peers
- Below grade level

Indicate areas of strength in mathematics: _____

Indicate areas that need improvement in mathematics: _____

Student's mathematical background (check all that apply):

- Has not reached topics in pre-algebra
- Pre-algebra topics
- Algebra I basic course in linear equations
- Algebra I course covering linear and quadratic equations
- Geometry
- Algebra II

Next year, what course of study would be the most appropriate placement for this student? Regular/traditional, Honors (increase in difficulty), or Accelerated (above grade level) course?

PERSONALITY TRAITS

CIRCLE the words that best describe the student.

- Aggressive
- Anxious
- Articulate
- Assertive
- Cheerful
- Confident
- Conscientious
- Disobedient
- Easily discouraged
- Follower
- Helpful
- Honest
- Influential
- Irritable
- Manipulative
- Motivated
- Negative leader
- Over-protected
- Passive aggressive
- Perfectionist
- Positive leader
- Responsible
- Self-centered
- Self-disciplined
- Shy
- Social
- Vivacious
- Well-liked

PERSONAL QUALITIES

Maturity

- Very mature
- Appropriate
- Somewhat immature
- Very immature
- No basis for judgment

Social adjustments with peers

- Healthy relationships
- Occasional minor problems
- Frequent minor problems
- Relates poorly
- No basis for judgment

Attitude of parents

- Cooperative
- Uninvolved
- Overly protective
- Antagonistic
- No basis for judgment

Integrity

- Very trustworthy
- Usually trustworthy
- Occasionally trustworthy
- Untrustworthy
- No basis for judgment

Consideration of others

- Unusually thoughtful
- Usually considerate
- Rarely considerate
- Selfish
- No basis for judgment

Sense of humor

- Delightful
- Good
- Inappropriate
- Humorless
- No basis for judgment

Self-confidence

- Has healthy self-image
- Needs some support
- Appears overly confident
- Needs much reassurance
- No basis for judgment

Conduct

- Well-behaved
- Usually obeys rules
- Occasionally misbehaves
- Frequently misbehaves
- No basis for judgment

What are the academic strengths and weaknesses of this candidate? Comments concerning math skills or other skills appropriate to your subject area will be particularly helpful. Consider such categories as effort, curiosity, motivation, achievement in relation to potential, class participation, and homework preparation.

Please feel free to attach a separate page for additional comments but please do not use staples.

OVERALL RATING

	Outstanding	Good	Average	With reservations
As a student	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
As a person	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Do you have any additional information that may be helpful in our evaluation of this student?

May we contact you for further information? Yes No

Teacher's Name

Position

School Name

School Address

Telephone

E-Mail

Signature

Date

Date

Thank you for taking the time to complete this evaluation. Please email directly to:

Director of Admission
The Episcopal Academy
Email: admission@episcopalacademy.org

APPLICANTS TO 6TH - 12TH GRADES

(Sample only; please email through our [admission portal](#).)

CURRENT TEACHER RECOMMENDATION FORM – ENGLISH

This common recommendation form is accepted by all independent schools who are members of ADVIS (Association of Delaware Valley Independent Schools). **It is to be signed by the parents or guardians and given to the student's current teacher after November 1st.**



I/We understand that we may not look at this evaluation and assure the evaluator and the school that we will not try to do so. We give permission for the evaluator to release the information on this form to the schools to which we are applying for admission. We understand that as parents we will not have access to this confidential information and that it will not become part of our child's permanent record.

First Parent/Guardian Signature _____

Second Parent/Guardian Signature _____

Name of Student _____ has applied for grade _____.

To the Evaluator: Please complete both sides of this form and send to all requesting schools after November 1 and by December 15. Your comments will be held in strictest confidence. Thank you very much for your cooperation and help.

How long have you known the candidate and in what connection? _____

Please list subject taught, including level of difficulty _____

Please list the textbook(s) used, if applicable _____

ACADEMIC QUALITIES

Academic ability

- Outstanding
- Good
- Average
- Below average
- No basis for judgment

Intellectual curiosity

- Strong and varied
- Good
- An occasional spark
- Limited
- No basis for judgment

Written expression of ideas

- Ideas and mechanics excellent
- Ideas good, mechanics good
- Ideas good, mechanics fair
- Ideas fair, mechanics good
- Ideas and mechanics poor
- No basis for judgment

Academic achievement

- Outstanding
- Good
- Average
- Below average
- No basis for judgment

Ability to work with others

- Always works well
- Usually effective
- Sometimes unable to cope
- Has great difficulty in a group
- No basis for judgment

Oral expression of ideas

- Exceptional
- Good
- Only when called on
- Wants to dominate
- Rarely contributes
- No basis for judgment

Effort and drive

- Outstanding
- Good
- Sporadic
- Occasional
- No basis for judgment

Ability to work independently

- Always works alone
- Needs help occasionally
- Needs help frequently
- Requires supervision
- No basis for judgment

Seeks help when needed

- Always
- Usually
- Sometimes
- Rarely
- No basis for judgment

Study habits

- Well-organized
- Organized
- Easily distracted
- Poor
- No basis for judgment

Concentration

- Exceptional
- Usually good
- Occasionally distracted
- Easily distracted
- No basis for judgment

Uses suggestions

- Always
- Usually
- Sometimes
- Rarely
- No basis for judgment

PERSONALITY TRAITS

CIRCLE the words that best describe the student.

- Aggressive
- Anxious
- Articulate
- Assertive
- Cheerful
- Confident
- Conscientious
- Disobedient
- Easily discouraged
- Follower
- Helpful
- Honest
- Influential
- Irritable
- Manipulative
- Motivated
- Negative leader
- Over-protected
- Passive aggressive
- Perfectionist
- Positive leader
- Responsible
- Self-centered
- Self-disciplined
- Shy
- Social
- Vivacious
- Well-liked

PERSONAL QUALITIES

Maturity

- Very mature
- Appropriate
- Somewhat immature
- Very immature
- No basis for judgment

Social adjustments with peers

- Healthy relationships
- Occasional minor problems
- Frequent minor problems
- Relates poorly
- No basis for judgment

Attitude of parents

- Cooperative
- Uninvolved
- Overly protective
- Antagonistic
- No basis for judgment

Integrity

- Very trustworthy
- Usually trustworthy
- Occasionally trustworthy
- Untrustworthy
- No basis for judgment

Consideration of others

- Unusually thoughtful
- Usually considerate
- Rarely considerate
- Selfish
- No basis for judgment

Sense of humor

- Delightful
- Good
- Inappropriate
- Humorless
- No basis for judgment

Self-confidence

- Has healthy self-image
- Needs some support
- Appears overly confident
- Needs much reassurance
- No basis for judgment

Conduct

- Well-behaved
- Usually obeys rules
- Occasionally misbehaves
- Frequently misbehaves
- No basis for judgment

What are the academic strengths and weaknesses of this candidate? Comments concerning writing ability or other skills appropriate to your subject area will be particularly helpful. Consider such categories as effort, curiosity, motivation, achievement in relation to potential, class participation, and homework preparation.

Please feel free to attach a separate page for additional comments but please do not use staples.

OVERALL RATING

	Outstanding	Good	Average	With reservations
As a student	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
As a person	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Overall	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Do you have any additional information that may be helpful in our evaluation of this student?

May we contact you for further information? Yes No

Teacher's Name

Position

School Name

School Address

Telephone

E-Mail

Signature

Date

Thank you for taking the time to complete this evaluation. Please email directly to:

Director of Admission
The Episcopal Academy
Email: admission@episcopalacademy.org

4. Do you recommend this candidate to The Episcopal Academy?

- Recommend highly
- Recommend with reservations
- Recommend as acceptable
- Not recommended

Please explain your recommendation by sharing your frank estimation of the applicant's industry, character, maturity, leadership, and social skills. A full statement of your views will assist the Admission Committee in giving the candidate thorough consideration.

Name (Please print)

Signature

Date

Position

Address

Phone

E-Mail

Thank you for taking the time to complete this evaluation. Please email directly to:

Director of Admission
The Episcopal Academy
Email: admission@episcopalacademy.org

REPORT CARD AND TRANSCRIPT RELEASE FORM
for 6th through 12th Grades

(Sample only, please email through our [admission portal](#).)

After November 1st: Please submit this form to your child's present school. Kindly remind them that **a report card from the current school year, and a transcript from the previous years, are both needed.** Thank you.

Please Print Clearly

As parent or legal guardian of

Child's Name

I hereby give permission to

Child's Present School

to release the following information.

(Note to school: Please email a pdf of all materials to admission@episcopalacademy.org after the completion of the first marking period and by December 15. If you receive this form after December 15, please email the materials to EA within the next two weeks or as soon as possible. Thank you!)

list

- ____ 1. Report card for current year
- ____ 2. Transcript or final report card of any previous years
- ____ 3. Results of standardized tests
- ____ 4. Other information upon request _____

Signature of Parent or Guardian

Date

Please send information to:

Director of Admission
The Episcopal Academy
Email: admission@episcopalacademy.org

Page intentionally left blank

ADMISSION CONTACTS

The Episcopal Academy
484-424-1444
www.episcopalacademy.org
admission@episcopalacademy.org

Peter C. Anderson
Director of Admission
484-424-1445
anderson@episcopalacademy.org

Carolyn Polley
Director of Financial Aid
Associate Director of Admission
484-424-1448
cpolley@episcopalacademy.org

Carolyne Totherow
Associate Director of Admission
484-424-1503
ctotherow@episcopalacademy.org

Kath Houlahan
Admission Office Manager
484-424-1450
khoulahan@episcopalacademy.org

Michele Mammele
Administrative Assistant for Admission
484-424-1449
mammele@episcopalacademy.org

The Episcopal Academy

1785 Bishop White Drive
Newtown Square, PA 19073-1300

Admission Office

484-424-1444 phone

484-424-1604 fax

admission@episcopalacademy.org

www.episcopalacademy.org

