

# The Episcopal Academy

APPLICATION FOR ADMISSION

LOWER SCHOOL

PRE-K THROUGH 5TH 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". The signature is fluid and cursive, with a long horizontal stroke at the end.

Peter C. Anderson

# ADMISSION STEPS for PreK through 5th Grades

To assist you in completing your child's application, please refer to the following steps. An application is not complete and ready for review until all of the pieces have been received in the Admission Office.

For applicants to Lower School 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 (see p. 17)

Please be sure to schedule an appointment with an Admission Associate by contacting:

Amy Walling (PreK and K) at 484-424-1514 or [awalling@episcopalacademy.org](mailto:awalling@episcopalacademy.org)

Anna Slack (1st-5th Grades) at 484-424-1541 or [aslack@episcopalacademy.org](mailto:aslack@episcopalacademy.org)

This meeting allows you to discuss your educational goals for your child and enables you to learn more about Episcopal.

## Teacher Recommendation Form (sample on p. 9 for applicants to PreK-1st Grade, sample on p. 11 for applicants to 2nd-5th Grades)

Distribute AFTER November 1st.

*Please note: It is important that the Teacher Recommendation Form 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 Form to your child's teacher after November 1st.

## REPORT CARD AND TRANSCRIPT RELEASE FORM (for applicants to 2nd-5th Grades only)

Distribute AFTER November 1st.

Through our [admission portal](#), please email the Transcript Release Form (sample on p. 13) to your child's school, authorizing the school to email us official copies of your child's transcript, including the current year's report card, comments, and any standardized test scores.

## TESTING (for applicants to 2nd-5th Grades only)

EA will administer the ISEE Primary Level test for Lower School applicants for Grades 2-4 on the day of their student visit. Families will need to register for this test at [erblearn.org](http://erblearn.org) prior to their child's visit.

Applicants for Grade 5 should schedule an ISEE Lower Level test at a convenient time and place. While EA administers the ISEE Lower Level test on campus a few times a year, a variety of times and locations are available. We recommend scheduling the testing to be administered by December 1st.

## STUDENT VISIT

It is necessary for your child to visit Episcopal. Your admission associate will help you to schedule a visit. Student visits begin in the early fall, one year prior to entry.

## FOLLOW-UP

Please log into our [admission portal](#) ([www.episcopalacademy.org](http://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 PreK through 5th 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](http://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 fall appointment for educational testing. (For 2nd through 5th grades only.)
- Schedule child’s visit day at Episcopal.

### NOVEMBER

- Through our admission portal, email Report Card and Transcript Release Form to your child’s school (only for 2nd-5th Grade applicants).
- Through our admission portal, email appropriate grade level Recommendation Form to your child’s current teacher.
- 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](http://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 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](http://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.](#)*) PreK through 5th 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 Address: \_\_\_\_\_

**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 Address: \_\_\_\_\_

## 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: \_\_\_\_\_  
*Class/Years at EA Relationship to Applicant*

Name: \_\_\_\_\_  
*Class/Years at EA Relationship to Applicant*

Name: \_\_\_\_\_  
*Class/Years at EA Relationship to Applicant*

## CURRENT SCHOOL

\_\_\_\_\_ *School Name Present Grade Dates Attended: From/To*

School Address: \_\_\_\_\_  
*Number and Street City State Zip Phone*

Name of Principal or Head of School: \_\_\_\_\_

Public School District in which Applicant resides: \_\_\_\_\_

## PRIOR SCHOOLS

\_\_\_\_\_ *School Name City, State Grade Completed Dates Attended: From/To*

\_\_\_\_\_ *School Name City, State Grade Completed Dates Attended: From/To*

\_\_\_\_\_ *School Name City, State Grade Completed Dates Attended: From/To*

## SPECIAL INTERESTS

Please tell us of any special interests, talents, or hobbies of your child.

## EDUCATIONAL OBJECTIVES

Please tell us of your immediate and long-term goals for the education of 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"/> Wednesday Walk-in        | <input type="checkbox"/> Current Family | <input type="checkbox"/> International Consultant      |
| <input type="checkbox"/> Website | <input type="checkbox"/> Summer Camp              | <input type="checkbox"/> Alumnus _____  | <input type="checkbox"/> Educational Consultant        |
|                                  |                                                   | (Class of)                              | <input type="checkbox"/> Relocation Consultant/Realtor |

Other (Please specify.) \_\_\_\_\_

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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 with us the countries and cultures your family most identifies with.)
- 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.*

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Signature of Parent(s) or Guardian(s)

Date

Episcopal Academy Admission Office  
E-mail: [admission@episcopalacademy.org](mailto:admission@episcopalacademy.org)

# APPLICANTS TO PREK-1<sup>ST</sup> GRADE

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

## TEACHER RECOMMENDATION FORM

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 \_\_\_\_\_ Date \_\_\_\_\_

Second Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

Name of Student \_\_\_\_\_

Current Grade \_\_\_\_\_ Applying to Grade \_\_\_\_\_

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

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

<b>Social/Emotional Development</b>	Exceeds age expectations	Age appropriate	Needs development	No basis for judgment
Cooperates	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Initiates play activities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Shares well	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is imaginative	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Has the potential to lead	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Has the capacity to follow	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Uses materials purposefully	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is curious	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is comfortable with adults	<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"/>
Responds positively to criticism	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comment on social/emotional development	_____			

<b>Physical Development</b>	Exceeds age expectations	Age appropriate	Needs development	No basis for judgment
Small muscle control and coordination	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Large muscle control and coordination	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Speech development (articulation)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Stamina	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pencil Grip	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comment on physical development	_____			

<b>Pre-Academic Skill Development</b>	Exceeds age expectations	Age appropriate	Needs development	No basis for judgment
Is attentive	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Listens in a group	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Contributes to discussions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Follows directions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Works cooperatively	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Completes task	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Can focus on one task	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Respects classroom routines	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Moves easily from one task/activity to another	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is a self-starter	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Exhibits problem solving abilities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Expresses thoughts well	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comment on pre-academic skill development	_____			

Please comment on each of the following regarding this child.

What words come quickly to mind when you describe this child?

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Describe the child's interaction with other children, cooperation, respect of others, willingness to share, responsibility for own actions. \_\_\_\_\_

---

To your knowledge, are the parents in agreement with your view of the student?  Yes  No  Don't know

---

How would you describe this student's expressive and receptive language skills?

---

Comments or other information you believe might be helpful including specific strengths and weaknesses.

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**For children applying to First Grade, please describe child's development/readiness in regard to:**

**Beginning reading skills** \_\_\_\_\_

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**Beginning math skills** \_\_\_\_\_

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May we contact you for further information?  Yes  No

\_\_\_\_\_  
*Teacher's Name*

\_\_\_\_\_  
*Position*

\_\_\_\_\_  
*School Name*

\_\_\_\_\_  
*School Address*

\_\_\_\_\_  
*Telephone*

\_\_\_\_\_  
*E-Mail*

Thank you for taking the time to complete this evaluation. Please email this form as a pdf directly to:

Episcopal Academy Admission Office

E-mail: [admission@episcopalacademy.org](mailto:admission@episcopalacademy.org)

# APPLICANTS TO 2<sup>ND</sup> - 5<sup>TH</sup> GRADES

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

## TEACHER RECOMMENDATION FORM

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 \_\_\_\_\_ Date \_\_\_\_\_

Second Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

Name of Student \_\_\_\_\_

Current Grade \_\_\_\_\_ Applying to 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 \_\_\_\_\_

Does your school use the Singapore Math Program (Math in Focus)?  Yes  No

		Exceeds age expectations	Age appropriate	Needs development	No basis for judgment
Attention skills, concentration, focus		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Original thinking, creativity of approach		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Self-motivation, effort, drive		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to work independently and productively		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Follows directions		<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"/>
Works well cooperatively/in groups		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Study habits, organization, task completion		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Willingness to take risks, try new activities		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Participation in class discussion		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fine motor development		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
LISTENING	receptive language skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
READING	decoding	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	comprehension	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	for pleasure	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
WRITING	mechanics	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	spelling	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	organization of ideas	<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"/>
SPEAKING	fluency, clarity of expression	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
MATH	sense of number	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	computation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	problem-solving	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	spatial sense	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Please comment on each of the following regarding this child:

Academic strengths and weaknesses: effort, curiosity, motivation, achievement in relation to potential, class participation and homework preparation \_\_\_\_\_

Learning style: auditory processing, visual processing, memory, application of learned skills, distractibility, work pace \_\_\_\_\_

Social skills: cooperation with peers, interaction with adults, respect for others, awareness of social cues \_\_\_\_\_

Emotional maturity: self-confidence, respect for limits and routine, compliance, ability to make transitions, response to frustration \_\_\_\_\_

Personal qualities: leadership, honesty, responsibility, concern for others, sense of humor \_\_\_\_\_

To your knowledge, are the parents in agreement with your view of the student?  Yes  No  Don't know

Is there anything else that the schools should know as this student is considered for admission?

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*

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

Episcopal Academy Admission Office

E-mail: [admission@episcopalacademy.org](mailto:admission@episcopalacademy.org)

# REPORT CARD AND TRANSCRIPT RELEASE FORM

*Applicants for 2nd through 5th 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](mailto: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](mailto:admission@episcopalacademy.org)

# NOTES

## ADMISSION CONTACTS

**The Episcopal Academy**  
**484-424-1444**  
[www.episcopalacademy.org](http://www.episcopalacademy.org)  
[admission@episcopalacademy.org](mailto:admission@episcopalacademy.org)

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Kath Houlahan  
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