



### *Kindergarten – First Grade Applicants*

- 1. Complete/SUBMIT Application Form
- 2. Pay Application Fee \$100
- 3. Upload Student & Family photos
- 4. Submit Teacher Recommendation Form
- 5. Schedule a Student Visit\*
- 6. Schedule a Parent Interview\*

### *Second - Fourth Grade Applicants*

- 1. Complete/SUBMIT Application Form
- 2. Pay Application Fee \$100
- 3. Upload Student & Family photos
- 4. Submit Teacher Recommendation Form
- 5. Schedule a Student Visit\*
- 6. Schedule a Parent Interview\*
- 7. Submit Head Recommendation Form
- 8. Submit Records Release Authorization

### *Fifth – Eighth Grade Applicants*

- 1. Complete/SUBMIT Application Form
- 2. Pay Application Fee \$100
- 3. Upload Student & Family photos
- 4. Submit Teacher Recommendation Form
- 5. Schedule a Student Visit\*
- 6. Schedule a Parent Interview\*
- 7. Submit Head Recommendation Form
- 8. Submit Records Release Authorization
- 9. Complete Student Questionnaire
- 10. Register for and take ISEE **(GRADES 6-8 ONLY)**

### **FOR ALL APPLICANTS - OPTIONAL ADMISSON STEPS**

- Lower School/Middle School Tour(s)
- Lower School and/or Middle School Open House(s)
- Tuition Assistance Application (due January 23, 2016)\*\*

**STEPS 1 and 2 are due January 15, 2016**

**STEPS 3-9 are due January 22, 2016\***

**ISEE Results due to Keys by February 28, 2016**

**\*Thank you for scheduling your parent interview and student visit by this date (some interviews and visits will be conducted beyond Jan. 22).**

**\*\*TUITION ASSISTANCE – Applications for Tuition Assistance are due by January 22, 2016.  
Please visit our website, [www.keysschool.org](http://www.keysschool.org) for a link to apply.**