



2011-2012

Dear Parents:

Re: Rising 1<sup>st</sup> – 8<sup>th</sup> grade candidates to Overbrook School 2012-2013 school year.

Overbrook School is in the process of evaluating applicants for the 2012-2013 school year. This letter outlines the admission procedures and important dates for rising 1<sup>st</sup> – 8<sup>th</sup> grade applicants.

**APPLICATIONS - GRADES 1 – 8 DUE JANUARY 20 - ENCOURAGED BY DECEMBER 15**

**ENTRANCE TEST**

**Applicants - grades 1-4:** (out-of-state applicants should call for an appointment to test and visit) Students seeking enrollment at Overbrook in grades 1 – 4 are required to test at Overbrook School on Saturday, February 4, from 9:00 a.m. to 10:30 a.m. Please contact the admission office if your child will be testing on February 4. An application must be active to test. If this date is impossible for your child to test please let us know.

**Applicants - grades 5-8:** (the ISEE is required and offers nationally based test locations for applicants from out-of-state)

Applicants seeking enrollment at Overbrook in grades 5 – 8 are required to take the **Independent School Entrance Examination (ISEE)**. If you have not requested the **STUDENT GUIDE** to register for the test, please do so through our admission office after August 1. There are seven test site locations listed in the **STUDENT GUIDE**. Overbrook and St. Cecilia will administer the ISEE on Saturday, December 3, 2011. You may test at any location and use the Overbrook code to have scores reported to our admission office.

**OFFICIAL TRANSCRIPTS/MATH AND ENGLISH RECOMMENDATIONS REQUIRED**

Enclosed you will find forms that must be completed by your child's current school and returned directly from the current school to Overbrook. Overbrook requests a copy of the student's official transcript, standardized test scores and current first semester grades. The enclosed REQUEST FOR TRANSCRIPT should be given to your child's school with the TEACHER RECOMMENDATION to be completed and returned directly to Overbrook. Reply envelopes are provided for your convenience.

We prefer that the math and English teachers complete these recommendations. If the homeroom teacher has your child for math and English, then one recommendation is required. The second recommendation is optional and may be completed by a past teacher or other school official. These forms should be returned directly to Overbrook by January 21 to be evaluated in the first applicant

pool of acceptances. Overbrook will continue to receive this information from your child's current school, but after February 3 applicant files missing required documents and/or testing will be considered (pending space) at a later date.

### **APPLICANT SHADOW DAY - ENTERING GRADES 1-8**

- **Classroom visits are required. Please schedule a visit through the admission office at 292-5134 ext. 257**
- **Children applying to grades 1 - 8 may visit and shadow an Overbrook student for a half-day or a full day. Lunch is our treat!**
- **Junior high applicants (entering grades 6 – 8) will interview the day of their visit with the director of admission. If you have not scheduled your visit please contact the admission office. Due to exam review and exams we will not schedule visits during the month of December.**
- **Grade 1 – 5 applicants may schedule a visit at any time.**

Candidates will visit in their current grade (not in the grade for which they are applying) and will be included in all class work and activities. Your child is our guest for lunch or lunch may be brought from home. A hot meal or cold plate is served each day.

Your child's visit will be an opportunity to share in the Overbrook experience and meet teachers and other students in the same grade level. Everyone at Overbrook thoroughly enjoys meeting prospective students and wants them to feel welcome and comfortable throughout the day.

### **DECISION LETTERS (Grades 1-8)**

Space in grades 1-8 will be determined after February 12, 2012, which is the deadline for current Overbrook students to register for the 2012-2013 school year. After this date, steps will be taken to fill all vacancies. Admission letters will be mailed Friday, February 24, 2012. The reply date is Thursday, March 8, 2012. After March 8 any openings not secured by a deposit will be available to other applicants from our waiting pool.

Thank you for your continued interest in Overbrook School. A child's entry into school is an important decision and the Overbrook staff will be happy to help if you have any questions or need further assistance. Please do not hesitate to call me if you have any questions about the status of your child's application.

Sincerely,

Ellen B. Fernández  
Director of Admissions

*Enclosures*  
*Teacher Recommendations (2)*  
*Transcript Request*  
*Reply envelopes (3)*