

# Manlius Pebble Hill School

## APPLICATION INSTRUCTIONS LOWER SCHOOL (GRADES 1-5)

*We are so pleased you have decided to apply to Manlius Pebble Hill School. Our highly personalized admissions process helps us learn more about your child, assess his or her readiness for our program, and determine if the MPH program is a good match for your child at this stage in his or her development. To get started, please follow these steps:*

- Submit an application** by visiting [mphschool.org/admissions](http://mphschool.org/admissions) and clicking on the blue “Apply Now” tab on the right side of the screen. A \$60 application fee is due at the time of submission.
- Sign the top of the enclosed Records Release Form** and give it to the main office at your child’s school. Records should be sent directly to the MPH Admissions Office.
- Sign the top of the enclosed Teacher Assessment** and give it to your child’s current instructor. Forms should be returned directly to the MPH Admissions Office.

To be considered for financial aid through the Flexible Tuition Program, **complete the School and Student Services (SSS) Parents’ Financial Statement** at <http://solutionsbysss.com/parents>. A fee is charged by School & Student Services at the time of submission. Fee waivers for eligible families are available through SSS.

**Arrange for your child’s classroom visit** and grade-level assessment. The Office of Admissions will contact you to schedule your child’s visit once the necessary application items have been received.

Completed applications are reviewed at the end of each month, beginning in November and continuing until all available spaces have been reserved. Because spaces can be limited, we advise submitting your child’s application items as early as possible for the best chance of securing a space in the fall class. Admissions offers are sent via standard mail, along with instructions to help you reserve your child’s space for the following school year.

# Manlius Pebble Hill School

**Records  
Release Form  
For applicants  
grades 1-12**

Applicant (child's) name: \_\_\_\_\_

Applying for grade: \_\_\_\_\_

## **PARENT/GUARDIAN INSTRUCTIONS**

Please complete the top portion of this form and submit it to the appropriate individual at your child's current school. The school will send the requested items directly to the Manlius Pebble Hill School's Office of Admissions.

## **PARENT GUARDIAN RELEASE**

I authorize the release of all academic records of the student named above for the purpose of admission consideration. I authorize representatives from Manlius Pebble Hill School to speak directly with representatives of the sending school and understand that this information will be kept confidential between the sending school and Manlius Pebble Hill School. I understand that all written recommendations are not required to be shared with the parent(s) or guardian(s).

Parent or guardian name \_\_\_\_\_

Parent/guardian signature \_\_\_\_\_ Date \_\_\_\_\_

## **SCHOOL OFFICIAL INSTRUCTIONS**

The student named above is applying for admission to Manlius Pebble Hill School. Please forward the following information, along with this form, to the Office of Admissions. All information will be kept confidential. Thank you for your time and consideration.

1. Grade reports or transcripts for the current and two previous school years
2. Attendance and disciplinary records
3. Standardized test scores
4. Results of any educational evaluations or psychological testing

Has this student ever been subjected to disciplinary action by the school? If yes, please explain.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

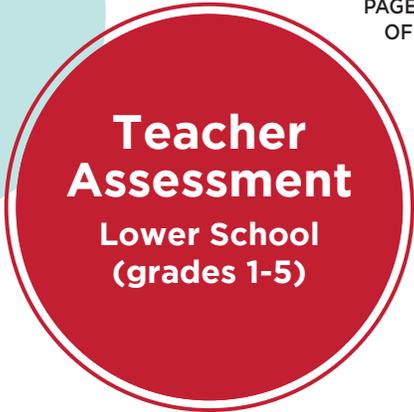
School official's name \_\_\_\_\_ Title \_\_\_\_\_

School \_\_\_\_\_ Phone number \_\_\_\_\_

Address \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

# Manlius Pebble Hill School



Applicant (child's) name: \_\_\_\_\_

Applying for grade: \_\_\_\_\_

**THIS SECTION TO BE COMPLETED BY PARENT/GUARDIAN**

Sign on the line below and give it to your child's current instructor. Please note: completed forms are the confidential property of Manlius Pebble Hill School and are not subject to parental review. By signing this form, you are hereby releasing authorization for representatives of MPH to speak directly to the person completing this assessment.

Parent/guardian signature \_\_\_\_\_ Date \_\_\_\_\_

**THIS SECTION TO BE COMPLETED BY TEACHER**

This child has applied for admission to MPH. Your candid appraisal will be valuable to help us conduct a complete and fair evaluation of his or her readiness for our program. Your responses will remain strictly confidential. Thank you for your time and consideration.

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

What are the first words that come to mind when describing this child? \_\_\_\_\_

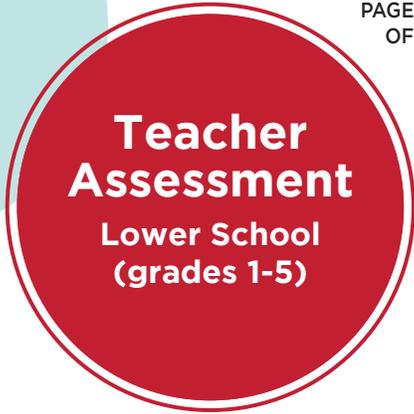
\_\_\_\_\_

**Academic qualities**

How would you rate the child in each of the following areas?

	Excellent	Good	Average	Below Average
Intellectual curiosity				
Academic performance				
Academic ability				
Oral expression				
Written expression				
Creativity and imagination				
Ability to follow instructions				
Ability to work independently				
Willingness to seek help as needed				
Ability to handle advice/criticism				
Class participation				

# Manlius Pebble Hill School



Applicant (child's) name: \_\_\_\_\_

Applying for grade: \_\_\_\_\_

### Personal qualities

How would you rate the child in each of the following areas?

	Excellent	Good	Average	Below Average
Honesty/integrity				
Motivation/initiative				
Self-discipline / responsibility				
Leadership				
Relationship to teacher				
Sensitivity to others' feelings				
Reaction to setbacks				
Emotional maturity				
Sense of humor				

### Areas of relative strength:

\_\_\_\_\_  
\_\_\_\_\_

### Areas in which this child needs the most support:

\_\_\_\_\_

### Additional supports or services implemented to help this child succeed:

\_\_\_\_\_

Does this child attend school regularly?  Yes  No

Is tardiness a problem?  Yes  No

I recommend this child for academic promise

strongly  fairly strongly  without enthusiasm

I recommend this child for personal character

strongly  fairly strongly  without enthusiasm

Recommender's name and title \_\_\_\_\_ School \_\_\_\_\_

Phone number \_\_\_\_\_ Email address \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_