

# Manlius Pebble Hill School

## APPLICATION INSTRUCTIONS MIDDLE AND UPPER SCHOOL (GRADES 6-11)

*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's academic strengths, interests, and learning style. We also want to learn more about his or her extracurricular talents and involvements. By getting to know your child, we are able to determine if the MPH program and environment are a good match for this particular stage in time. 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 Math and English Teacher Recommendations** and give it to your child's current instructors. Forms should be returned directly to the MPH Admissions Office.
- Sign the top of the enclosed Personal Recommendation** and give it to a person of your choosing who works with your child in a non-teaching role, such as a guidance counselor, principal, coach, pastor, or extracurricular supervisor. Forms should be returned directly to the MPH Admissions Office.
- Complete the enclosed Student Questionnaire.** This form should be completed by your child in his or her own handwriting.
- 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 an MPH Shadow Day.** 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 the 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

**Math Teacher  
Recommendation  
Middle and  
Upper School  
(grades 6-12)**

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

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

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

Please sign this form and give it to your child's current math 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 Manlius Pebble Hill School to speak directly with the person completing this recommendation.

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

**THIS SECTION TO BE COMPLETED BY TEACHER**

This student has applied for admission to Manlius Pebble Hill School. Your candid appraisal will be of invaluable assistance in our admissions process. Your evaluation will be strictly confidential. Thank you for your time and consideration.

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

**In what course do you currently teach this student?** \_\_\_\_\_

Please evaluate the applicant in relation to other students of the same age/grade you have taught.

	Excellent	Good	Average	Below Average
Knowledge of basic math skills				
Accuracy in use of basic math skills				
Problem solving ability				
Reasoning ability				
Effort				
Overall command of mathematics				
Math aptitude				

**What math course would this student progress into next year?** \_\_\_\_\_

**Would you recommend this student for honors or accelerated courses?**  Yes  No

**Please describe the student in a few words.** \_\_\_\_\_

**What areas need strengthening?** \_\_\_\_\_

**Please list any additional supports implemented to help this student succeed:** \_\_\_\_\_

\_\_\_\_\_

# Manlius Pebble Hill School

## Math Teacher Recommendation Middle and Upper School (grades 6-12)

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

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

### Academic qualities

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

	Excellent	Good	Average	Below Average
Attitude toward others				
Motivation/initiative				
Academic performance				
Academic ability				
Ability to reason abstractly				
Ability to think logically				
Organization ability				
Ability to follow instructions				
Ability to work independently				
Willingness to seek help as needed				
Ability to handle advice/criticism				
Class participation				

**Additional comments** \_\_\_\_\_

**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**

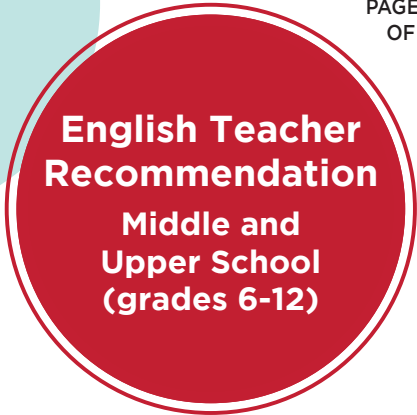
strongly  fairly strongly  without enthusiasm

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

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

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

# Manlius Pebble Hill School



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

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

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

Please sign this form and give it to your child's current English 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 Manlius Pebble Hill School to speak directly with the person completing this recommendation.

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

**THIS SECTION TO BE COMPLETED BY TEACHER**

This student has applied for admission to Manlius Pebble Hill School. Your candid appraisal will be of invaluable assistance in our admissions process. Your evaluation will be strictly confidential. Thank you for your time and consideration.

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

**In what course do you currently teach this student?** \_\_\_\_\_

**Academic qualities**

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

	Excellent	Good	Average	Below Average
Attitude toward others				
Motivation/initiaitve				
Academic performance				
Academic ability				
Oral expression				
Written expression				
Creativity and imagination				
Organizational ability				
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

**English Teacher  
Recommendation**  
Middle and  
Upper School  
(grades 6-12)

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

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

**Briefly describe your course, including what texts are used, and if the students are grouped by ability.** \_\_\_\_\_  
\_\_\_\_\_

**How accurately does the student read and understand what he/she has read?** \_\_\_\_\_  
\_\_\_\_\_

**How well does the student write in comparison to other students you have taught?** \_\_\_\_\_  
\_\_\_\_\_

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

**What areas need strengthening?** \_\_\_\_\_  
\_\_\_\_\_

**Please list any additional supports implemented to help this student succeed:** \_\_\_\_\_  
\_\_\_\_\_

**Additional comments:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**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**

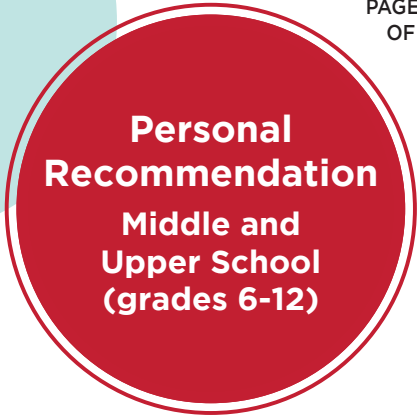
strongly  fairly strongly  without enthusiasm

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

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

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

# Manlius Pebble Hill School



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

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

### INSTRUCTIONS

This recommendation should be completed by someone in a non-teaching role, such as a guidance counselor, principal, coach, pastor, or extracurricular supervisor.

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

Please sign this form and give it to the person who will be completing the recommendation. 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 Manlius Pebble Hill School to speak directly with the person completing this recommendation.

Parent or guardian name (please print) \_\_\_\_\_

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

#### THIS SECTION TO BE COMPLETED BY RECOMMENDER

This student has applied for admission to Manlius Pebble Hill School. Your candid appraisal will be of invaluable assistance in giving us a complete and fair evaluation of this applicant. Your evaluation will be strictly confidential. Thank you for your time and consideration.

**How long and in what capacity have you known the applicant?** \_\_\_\_\_

**What is the applicant's level of commitment? Please note any significant contribution or distinction.** \_\_\_\_\_  
\_\_\_\_\_

**What adjectives or phrases would you use to describe the applicant?** \_\_\_\_\_  
\_\_\_\_\_

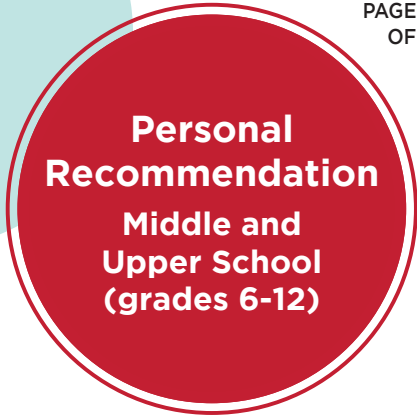
**How does the applicant respond to:**

**Peers?** \_\_\_\_\_ **Adults?** \_\_\_\_\_

**Advice?** \_\_\_\_\_ **Constructive criticism?** \_\_\_\_\_

**Please share any additional information you believe will give us a more complete picture of the applicant.** \_\_\_\_\_  
\_\_\_\_\_

# 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				

**Additional comments:** \_\_\_\_\_

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### I recommend this child for academic promise

strongly    fairly strongly    without enthusiasm

### I recommend this child for personal character

strongly    fairly strongly    without enthusiasm

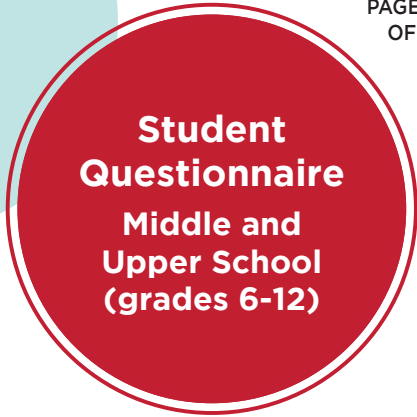
Recommender's name and title \_\_\_\_\_ School \_\_\_\_\_

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

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



# Manlius Pebble Hill School



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

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

## INSTRUCTIONS

This questionnaire is designed to help us get to know you better. Please answer the following questions in your own handwriting.

**What subjects are you currently taking in school?** \_\_\_\_\_

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**What subjects do you like best and why?** \_\_\_\_\_

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**What subjects do you find most difficult and why?** \_\_\_\_\_

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**If you were to come to MPH, what is something you would miss about your current school?**

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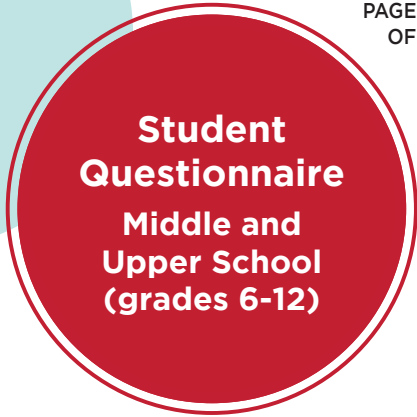
**Please list your involvement in performing arts ( dance, music, theater, etc.) and visual arts (drawing, sculpture, etc.) and your level of experience.**

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# Manlius Pebble Hill School



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

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

**Please list your interest and/or involvement in athletics, in order of preference. If you currently play a sport, please indicate which position(s) you play.** \_\_\_\_\_

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**Why do you want to attend MPH, and how do you feel about changing schools?** \_\_\_\_\_

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**How would you describe yourself? How would your friends describe you?** \_\_\_\_\_

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**Please list your interest and/or involvement in extracurricular activities (clubs, organizations, community service projects, religious groups, etc.)**

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**What did we forget to ask that you would like to tell us?** \_\_\_\_\_

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