Timeline for Admission to Independent Schools

Winter – Spring
(of the year before enrollment)

Join the Parents League
Online at parentsleague.org or contact us at info@parentsleague.org. Make an appointment with a Parents League school advisor. Parents League school advisors are available to develop and discuss your school list, and advise you throughout the admissions process. If you are applying to preschool, register for a Preschool Admissions Workshop.

Develop Your School List
Begin a list of possible schools. We recommend these resources:
Independent Schools Admissions Association of Greater New York (ISAAGNY); isaagny.org
Parents League Online School Directory (available to members); parentsleague.org/schools/directory
Parents League schools page with links to schools’ websites; parentsleague.org/schools

Contact the Schools
Visit school websites or call the schools that interest you to determine if they offer open houses or group tours, typically given in the spring. Find out how and when to request an application.

For Preschool Applicants
Attend the Parents League Preschool Fair and Admissions Panel Discussion
Meet with representatives of over 85 preschools at this fair held in May, and hear a panel of preschool directors explain the admissions process.

For Kindergarten Applicants
Attend the Parents League Kindergarten Fair and Admissions Panel Discussion
Meet with representatives from over 80 independent schools at this fair held in the spring, and hear a panel of admissions directors explain the admissions process.

For Families of Color

Contact Early Steps
Early Steps is an organization that advises and assists families of color in the admissions process for kindergarten and first grade. Call in June of the year that your child turns four (212-288-9684, earlysteps.org)

Summer

Note: The Parents League office and many school admissions offices have limited summer hours.

Refine School List; Check Websites
Check the schools’ websites for application information. Mark your calendar as to when to contact schools for an application.
Fall

Request Applications
Depending on the school, request or download the application when it is available.

Submit Applications
Complete and return applications as early as possible. Many schools will not schedule your tour or interview until they have your application.

Schedule School Visits
Make an appointment to visit each school. Often there is a tour for parents and a separate visit for your child.

Siblings, Legacies
If your child is a sibling or legacy at a school, let the school know if you wish to be included in its optional early legacy notification program. If your child is accepted, you are then obliged to attend that school and withdraw your applications at all other schools.

Submit Supplementary Application Materials
Depending on the age of your child, this may include teacher recommendation letters, school report and essays.

Apply for Financial Aid
If you are applying for financial aid, do so when you apply.

Schedule Required Testing
Check with each school to see what test, if any, is required.

Keep Track of Applications
Check the deadlines and complete all necessary steps required for each school.

Attend the Parents League Middle School and Upper School Fair and Admissions Panel Discussion
Meet with representatives from over 100 independent schools in the fall, and hear a panel of admissions directors discuss the admissions process.

Join the Parents League
If you haven’t already done so, join the Parents League or renew your membership.

December/January/early February

Early Notification for Siblings, Legacies
If you have opted for the early notification program and have received an offer, respond to the school by the deadline and withdraw your applications to the other schools to which you have applied.

Withdrawals
Call schools that you are no longer interested in to withdraw your application.
Mid-February/March

Decision Letters are Mailed
Check the Parents League website or ISAAGNY website for notification dates and reply dates.

Notify Other Schools
Once you have accepted an offer, call each school that has offered a place or included your child on its wait list so that the place may be offered to others.

Wait List
If the school you wish your child to attend has placed your child on its wait list, call the school to let them know that you remain seriously interested.

Contract and Deposit
When you accept an offer, sign the contract and send in your deposit by the deadline.

Join the Parents League now for a customized timeline for you and your family, unlimited support to School Advisory services, exclusive publications, and access to members-only events all year long.

- Find out more at parentsleague.org.
- Sign up for school news, articles and events emails.
- Follow us on Facebook and Twitter.