Instructions for Filing School Membership Application

To become a Parents League Member School, an independent or proprietary ongoing or boarding school must have been in existence for five years and be accredited by a regional accrediting association or an international accrediting body with a recognized evaluation process. A preschool must be licensed with the NYC Department of Health and Mental Hygiene/Bureau of Child Care and be in existence for three years.

Please complete the following steps for filing an application as a Parents League Member School:

1. Complete the attached application.

2. Provide letters of proposals from Heads of two Parents League Member Schools. Heads of Schools may email letter of proposal directly to Barbara H. Scott, Executive Director at bscott@parentsleague.org and follow up with a hard copy via mail.

3. Pay $95.00 application fee.

4. Email the completed application in PDF format to Barbara H. Scott (bscott@parentsleague.org) or mail the form to Parents League of New York, 115 East 82nd Street, New York, NY 10028.

For New York City Schools: Once we have received your completed application and required letters, we will contact you to set up a site visit. Following the site visit, your application will be presented to the board for approval as a member school.

For Country Day and Boarding Schools: Once we have received your completed application and required letters, your application will be presented to the board for approval as a member school.
School Membership Application

School Information

School Name

School Address

School Telephone

Date of Founding (Month/Year)  School Website Address

Head of School  Head of School’s Email Address

For Proprietary Schools:

Name of Owner  Owner’s Email Address

Contact Person (For Application Process)

Name  Title

Direct Phone Number  Email Address

A statement of the school’s mission and objectives (attach additional sheet if necessary)

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

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________________________________________________________________________
**School Profile**

Please check all that apply:

- ☐ Early Childhood  ☐ Nonprofit  ☐ Proprietary
- ☐ Cooperative  ☐ Ongoing  ☐ Single Gender
- ☐ Coed  ☐ Religious  ☐ Secular

Earliest Grade or Age _______________  Last Grade or Age _______________

**Current Year Enrollment**

**For NYC and Country Day Schools:**

Boys_______  Girls________  Total Enrollment ________________

**For Boarding Schools:**

Boarding Enrollment:  Boys_______  Girls __________  Total Boarding__________

Day Enrollment:  Boys_______  Girls __________  Total Day ______________

Total Enrollment: ________________

**Accreditation**

**For NYC, Country Day and Boarding Schools:**

Schools must be accredited by NYSAIS or by one of the regional accrediting agencies, or by an international accrediting body with a recognized evaluation process.

1) Name of Accrediting Organization  

__________________________________________

Membership Status (Full or Provisional)  

__________________________________________

2) Additional Name of Accrediting Organization  

__________________________________________

Membership Status (Full or Provisional)
For NYC Early Childhood Programs:
New York City Preschools must be licensed by the New York City Department of Health and Mental Hygiene.

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<tr>
<th>Date of Issuance of New York DOHMH License</th>
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<th>Other Licensing Organization</th>
<th>Date of Issuance</th>
<th>Name on License</th>
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**Administrators**

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<thead>
<tr>
<th>Director of Admissions</th>
<th>Title</th>
<th>Email</th>
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<tbody>
<tr>
<td>Lower School Head</td>
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<td>Middle School Head</td>
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<td>Upper School Head</td>
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**Board of Trustees**

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<tr>
<th>Name of Board Chair</th>
<th>Board Chair Email Address</th>
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List names and titles of Officers of the Board of Trustees, or if organized under other auspices, legally responsible persons (attach additional sheet if necessary)

How did you hear about the Parents League?

What services are you most interested in?
Application Fee
A non-refundable $95 fee must accompany this application.

Form of Payment:
Please make checks payable to Parents League of New York, Inc.

☐ Visa ☐ Mastercard ☐ American Express

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<th>Credit Card No.</th>
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Name on Card

Billing Address

Signature

Date

The Board of Directors may deny membership to any school or may remove any school from its membership if the school has lost its accreditation or licensure or if, in the opinion of the Board of Directors, the school has failed to maintain the standards of similar type member New York City, Country Day and Boarding School.