



parents league
of new york

115 East 82nd Street
New York, New York 10028

Tel 212 737 7385
Fax 212 737 7389

parentsleague.org

Timeline for Admisson to Independent Schools

Winter – Spring

(of the year before enrollment)

Join the Parents League

Online at parentsleague.org or call 212-737-7385. 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: ISAAGNY New York Independent Schools Directory (available for purchase through the Parents League); the ISAAGNY website, isaagny.org; and schools' websites, which members can directly link via our website.

Contact the Schools

Visit school websites or call the schools that interest you to determine if they offer Open Houses, 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 60 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 70 independent schools at this fair held in May, 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 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 70 independent schools in September, 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.



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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.

Additional information about public, charter and parochial schools can be found on the Parents League website, parentsleague.org.