



# Timeline for Admisson to Independent Schools

## Spring/Summer

(of the year before enrollment)

### Join the Parents League

Online at [parentsleague.org](http://parentsleague.org) or contact us at [info@parentsleague.org](mailto: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.

### Develop Your School List

Begin a list of possible schools. We recommend these resources:

**Parents League Online School Directory (available to members);** [parentsleague.org/schools/directory](http://parentsleague.org/schools/directory)

**Parents League schools page with links to schools' websites;** [parentsleague.org/schools](http://parentsleague.org/schools)

**Independent Schools Admissions Association of Greater New York (ISAAGNY);** [isaagny.org](http://isaagny.org)

### Refine School List; Check Websites

Check the schools' websites for application information. Mark your calendar as to when to contact schools for an application.

### 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](http://earlysteps.org))

## 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 and interview 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 Virtual 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.

# 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 if you remain seriously interested.

## Contract and Deposit

When you accept an offer, read the contract carefully before signing. Remember to send in your deposit by the deadline.

We are here to help you through the NYC private school admissions process. [Become a Parents League member today](#) and schedule your first appointment with an expert advisor!