

Admissions Checklist & Procedures



*It is our pleasure to share information with you about Campbell Hall.
Admissions material is also available online at www.campbellhall.org/admissions*

Step By Step Admission Guide

- The Admissions process for all students begins in the Fall prior to entry.
- Applications must be received by January 27, 2012.
- Interviews are scheduled between October 1st and the end of February after the application has been received. (We strongly recommend that you schedule an appointment as early in the season as possible.)
- *Teacher and Administrator Recommendation* forms are due no later than February 3, 2012.
- Letters of notification for grades K-8 will be mailed on March 23, 2012 and letters for grades 9-12 will be mailed on March 9, 2012.

Kindergarten

Kindergarten applicants should be five years of age by September 1st of the entering year.

- Orientation for Prospective Parents of K-6 Students: November 5, 2011 or January 7, 2012**
Orientations are designed to further acquaint prospective parents with Campbell Hall administrators, faculty members and current parents who will describe the school's program, and answer questions. Please visit www.campbellhall.org/admissions then click on Events to RSVP to one of our Orientations or call (818) 505-5316.
- Application:** Submit your application early to secure an interview appointment. Complete the enclosed application, or you may apply online at www.campbellhall.org (click on Admissions and then Apply Online). You will need a credit card to pay the \$125 non-refundable application fee online. Please call if you have any questions (818) 505-5316. Submit application by January 27, 2012.
- Interview & Evaluation:** After you've submitted your application, the Admissions Office will contact you to schedule your interview and "mini-day" appointments for your family. Earlier applicants have greater flexibility in scheduling interview appointments. While you visit Campbell Hall for your interview, your child will go with our Kindergarten Consultant for a short tour, and then a readiness assessment. During your child's time with our consultant, you will have an opportunity to visit classes in session with the Director of Admissions. The Kindergarten applicant also comes for a one hour long "mini-day" on one of several Saturdays.
- Recommendation Forms:** Please provide one *Preschool Evaluation* form to your child's current pre-school teacher and one *Administrator Recommendation* form to your child's current pre-school director. The forms are to be mailed directly to Campbell Hall from the pre-school so please provide with the forms, stamped envelopes addressed and ready to mail: Campbell Hall-Admissions Office, 4533 Laurel Canyon Blvd, North Hollywood, CA 91607. These forms should be received by Campbell Hall no later than February 3, 2012.
- Financial Aid Application:** If applicable, the financial aid application must be received by the Financial Aid office no later than February 1, 2012. For more information about Financial Aid, please contact Eileen Powers (818) 505-5317 or powers@campbellhall.org.

Grades 1-4

- Orientation for Prospective Parents of K-6 Students: November 5, 2011 or January 7, 2012**
Orientations are designed to further acquaint prospective parents with Campbell Hall administrators, faculty members and current parents who will describe the school's program, and answer questions. Please visit www.campbellhall.org/admissions then click on Events to RSVP to one of our Orientations or call (818) 505-5316.
- Application:** Submit your application early to secure an interview appointment. Complete the enclosed application, or you may apply online at www.campbellhall.org (click on Admissions and then Apply Online). You will need a credit card to pay the \$125 non-refundable application fee online. Please call if you have any questions (818) 505-5316. Submit application by January 27, 2012.
- Interview:** After you've submitted your application, the Admissions Office will contact you to schedule your interview. Earlier applicants have greater flexibility in scheduling interview appointments. January and February are so busy that should an applicant become ill or there is a family emergency, rescheduling an interview may be difficult. The interview includes both child and parent(s) and is scheduled between 8 a.m. and 2 p.m. on weekdays and on some Saturday's between 9 a.m. and 1p.m.
- Admission Testing:** Testing/evaluation information is sent to each family of K-4 applicants after the application is received. Testing is scheduled on one of two Saturdays in February on the Campbell Hall campus. Dates are: February 4, 2012 and February 11, 2012.

See Reverse Side - Continues for Grades 1-12

Admissions Checklist & Procedures



Grades 1-4 *continued*

- ❑ **Recommendation Forms:** For **1st grade applicants**, please provide one confidential *Teacher Recommendation* form to the student's current teacher, and for **2nd – 4th grade applicants**, please provide two confidential *Teacher Recommendation* forms to the student's current and most previous teachers. If an elementary student has one teacher, the second recommendation may be submitted by an academic teacher who has taught the student during the past two years. For **1st - 4th grade applicants**, please provide one *Administrator Recommendation* form to a current school administrator who is familiar with the student. These forms are to be mailed directly to Campbell Hall from the current school, so please provide with the forms, stamped envelopes addressed and ready to mail: Campbell Hall-Admissions Office, 4533 Laurel Canyon Blvd, North Hollywood, CA 91607. These forms should be received by Campbell Hall no later than February 3, 2012.
- ❑ **Transcript/Report Card:** A current first semester or trimester report card from your child's current academic year is required for applicants to **grades 1-4**. Transcripts which include the student's grades from the preceding two academic school years, and all standardized test scores are required for applicants to **grades 2-4**. Please send the completed *Transcript Release Form* to your child's current school.
- ❑ **Financial Aid Application:** If applicable, the financial aid application must be received by the Financial Aid office no later than February 1, 2012. For more information about Financial Aid, please contact Eileen Powers (818) 505-5317 or powerse@campbellhall.org.

Grades 5-12

- ❑ **Orientation for Prospective Parents of K-6 Students: November 5, 2011 or January 7, 2012**
Orientation for Prospective Parents and Students for Grades 7-12: October 22, 2011 or November 12, 2011
Orientations are designed to further acquaint prospective parents with Campbell Hall administrators, faculty members and current parents who will describe the school's program, and answer questions. Please visit www.campbellhall.org/admissions then click on Events to RSVP to one of our Orientations or call (818) 505-5316.
- ❑ **Application:** Submit your application early to secure an interview appointment. Complete the enclosed application, or you may apply online at www.campbellhall.org (click on Admissions and then Apply Online). You will need a credit card to pay the \$125 non-refundable application fee online. Please call if you have any questions (818) 505-5316. Submit application by January 27, 2012.
- ❑ **Interview:** After you've submitted your application, the Admissions Office will contact you to schedule your interview. Earlier applicants have greater flexibility in scheduling interview appointments. January and February are so busy that should an applicant become ill or there is a family emergency, rescheduling an interview may be difficult. The interview includes both child and parent(s) and is scheduled between 8 a.m. and 2 p.m. on weekdays and on some Saturday's between 9 a.m. and 1p.m.
- ❑ **Admission Testing:** Campbell Hall requires that all grades 5-12 applicants take the Independent School Entrance Examination (ISEE). You may register online at www.iseetest.org, or by mail. Please register for a testing date as soon as possible to avoid conflicts. Request that student score reports be sent to Campbell Hall School; the school code number is 052133.
- ❑ **Recommendation Forms:** please provide two confidential *Teacher Recommendation* forms to the student's current English, Math, Science, or History teachers, and provide one *Administrator Recommendation* form to a current school administrator who is familiar with the student. These forms are to be mailed directly to Campbell Hall from the current school so please provide with the forms, stamped envelopes addressed and ready to mail: Campbell Hall-Admissions Office, 4533 Laurel Canyon Blvd, North Hollywood, CA 91607. These forms should be received by Campbell Hall no later than February 3, 2012. Note: For **Grades 5-6**, if an elementary student has one teacher, the second recommendation may be submitted by an academic teacher who has taught the student during the past two years.
- ❑ **Transcript/Report Card:** Transcripts which include the student's grades from the preceding two academic school years, and all standardized test scores are required. Please send the completed *Transcript Release Form* to your child's current school. Additionally, a current first semester or trimester report card from your child's current academic year is required.
- ❑ **Financial Aid Application:** If applicable, the financial aid application must be received by the Financial Aid office no later than February 1, 2012. For more information about Financial Aid, please contact Eileen Powers (818) 505-5317 or powerse@campbellhall.org.