



13625 EDS Drive
Herndon, VA 20171
(703) 713-3332
(703) 713-3336 FAX
www.nysmith.com

Elementary and Middle School Application Form

Student's Legal Name : _____
Last First Middle Nickname Date of Birth

Street Address City State & Zip Code Housing Development

Second Address if applicable City State & Zip Code Housing Development

Gender: Male Transportation Needs: Morning Extended Care Needs: Morning
Female Afternoon Summer

Grade Entering: _____

Mother's Name : _____
Home Phone Cell Phone

Place of employment Occupation Business Phone

EMAIL: _____

Father's Name : _____
Home Phone Cell Phone

Place of employment Occupation Business Phone

EMAIL: _____

Student Lives With: Mother Father Both Guardian Other _____

Other Schools Attended School's Address Other Children in Family and Birth Dates

Please remember to enclose your non-refundable \$250 Application Fee

I certify that all the above information on this student's application form is true and correct to the best of my knowledge.

Parent's Signature Date

Please do not write below this line- For Office Use Only _____

Application Fee Check Number Date Received

Procedures for K-8 Enrollment

1. We recommend that one or both parents visit the school to learn more about the programs, see the facilities, and observe the daily routines.
2. The completed application must be accompanied by a one- time application fee of \$250.00 in order to have your child evaluated for enrollment. **This fee is non-refundable.**
3. Students entering first through eighth grade must have an intellectual assessment, and a copy of the student's current report card as well as the final report card for two previous years must be sent to Admissions. Academically, students must be performing on or above grade level.
4. Applicants are required to have two recommendation forms completed by present teachers or the principal before they may be fully considered for matriculation.
5. All prospective students, 1-8, are required to spend two full days in the classroom; prospective kindergartners must spend one day. The visit permits your child to experience our unique program, and concurrently affords our faculty the opportunity to evaluate your child for future placement.
6. The Nysmith School has an ongoing enrollment policy during the school year; a student may be admitted mid- year if space is available. If a student is enrolling for the fall semester, the Student Selection Committee will notify the parent(s) and student of acceptance by mid- February. **AN ENROLLMENT CONTRACT WILL NOT BE OFFERED UNTIL ALL REQUIRED PAPERWORK AND THE APPLICATION FEE HAVE BEEN SUBMITTED.**
7. The completed application form, test scores, recommendations, etc., are solely for the purpose of evaluation of your child by the Student Selection Committee; the required paperwork does not reserve a space for your child. Once a contract has been tendered and you have been notified by phone, you have 48 hours to return the signed tuition agreement and the required enrollment fee-approximately 20% of the total tuition cost. Upon receipt of the signed contract and enrollment fee, a space will be reserved for your child in the appropriate class.

Quick Checklist for Parents

Paperwork and deposit for enrollment evaluation:

- Completed application form
- \$250 application fee (non-refundable)
- IQ test scores (Required for grades 1-8 only)
- Transcript of grades
- Two teacher recommendations
- 2-day visit (rising 1st- 8th graders), 1-day visit (rising kindergartners); **VISITS WILL BE SCHEDULED ONLY AFTER ALL APPLICATION PAPERWORK IS REVIEWED.**

Paperwork and deposit required to activate contract and reserve a class space for your child:

- Signed contract/ tuition agreement
- Non- refundable enrollment fee- approximately 20% of total tuition costs