



STEPS IN THE ADMISSIONS PROCEDURE

The Application File

You must submit the following forms for an application to be considered:

- Application**
- Release Form** (located on the back page of application)
- Educational and Psychological Testing** as well as any other evaluations that will help us know your child better.
- Social History**
- Admissions Questionnaire**, completed by the child's teacher and anyone else who works with the child (i.e., speech and language therapist, occupational therapist, resource room teacher, guidance counselor, school psychologist), may be returned directly to the school by the person filling out the form.

The Admissions Process

The completed Application File is prescreened by the Admissions Team. Every effort is made to determine how each student learns and where he or she fits into the continuum of learning. If a possible match is indicated, an appointment is made for the student and parent to meet with the Admissions Team.

The Admissions Team meets regularly to discuss and address two questions in regard to each applicant:

1. Is this the kind of student who will benefit from the program that Summit has to offer?
2. Do we have the appropriate class for this particular child?

Notification

After the admissions intake, a parent may call a week later to speak to a member of the Admissions Team. If a child is accepted for admission, it should be understood that the place can be held only by either a signed contract or prior approval of funding from The Department of Education.

If the Admissions Team does not offer a place at Summit, team members may suggest other possible schools.

We understand that the admissions process can be difficult for families and we hope we can be helpful in facilitating the process.

Thank you for your interest in The Summit School. Please return all forms to:

**The Summit School, Admissions Team
187-30 Grand Central Parkway
Jamaica Estates, NY 11432**

If you have any questions, please call Nancy Morgenroth at 718/264-2931 x206.