

LOWER SCHOOL ADMISSION PROCEDURE

The Roeper School seeks best-fit candidates for admission to our school. We find that gifted students who are curious about learning, internally motivated, self-directed, and have a high ability to think abstractly are most successful in our school environment. Admission to our school is based on a review of many factors, including a gifted IQ test result, prior academic performance, a positive teacher report, a successful visit to our school, and the student's ability to give something back to our school community. All admissions decisions are made by a committee of Roeper staff members who look for best-fit, gifted candidates.

1. Contact the Admissions Department to arrange a date and time for a **personal interview** with parents. Parents will have the opportunity to tell us about their child, discuss our program and tour the school at this time. For Stages I through III, call Sharon Pink at 248/203-7316; for Stage IV, call Elli Altman at 248/203-7318.
2. Return the completed **Application and Questionnaire** with the \$75 non-refundable application fee to the Admissions Department. Application for Financial Aid should also be made at this time.
- 3a. *For Stage I:* Contact the Admissions Department when all the appropriate paperwork has been completed and make a Classroom Observation appointment for your child. This qualitative assessment will consist of a one-hour visit in the classroom. A full IQ test will be required before a child enters Stage II.
- 3b. *For Stages II, III and IV:* If you have a copy of an IQ test that was administered to your child within the past three years, it may be considered valid. If not, you will need to make an appointment for your child to have an **individual IQ test**. The following is a list of psychologists or testers in the area. You may have your child tested by one of these or any other licensed psychologist of your choice at your expense. An appointment may be set up by calling one of them directly. Please send a copy of the tester's full, detailed report, including all subtest scores and interpretation of those scores, to the Admissions Department. We require either the WPPSI or the WISC-IV.

Bela Chopp, Ph.D, Birmingham/Rochester/Southfield	248/915-8821
Ellen Mayfield, Ph.D., Bloomfield Hills	248/884-0685
Adam B. Plotnick, Ph.D., Farmington Hills	248/471-0071
Lori Radner, M.S., Bingham Farms/Farmington Hills	248/788-6400, Ext. 2
Ted Schneider, M.A., Birmingham	248/644-2902
Steven Spector, Ph.D., West Bloomfield	248/539-8018
Alicia Acey, Ph.D., Bingham Farms	248/346-3496
Theresa Andare, M.A., Beverly Hills	248/320-5590
Marcie W. Zoref, Psy.D., Birmingham	248/593-9595
Jack Haynes, Ph.D., Bloomfield Hills	248/642-4545
Pat LaPat, Ph.D., Farmington Hills	248/661-0195

4. Send the signed **Records Release** form to the student's present school or preschool if applicable. The school should return photocopies of the student's complete records, including transcripts, grades, health form and any standardized test results to the Admissions Department.
5. Send the **Teacher Report** form to the child's current teacher. She/he should mail the completed form to the Admissions Department.
6. *For Stages II, III and IV:* Arrange a date with the Admissions Department for a **classroom visit and skills evaluation** (for Stages III & IV only) for the child. The skills evaluation is an informal analysis done by members of our teaching staff during the child's visit.
7. **Financial Aid** is available for students in Stage II through Upper School. Approximately one-third of our students receive some type of financial aid, and the average award is \$4,745.

Parents should begin application for financial aid concurrently with the admission process. Awards are based on need as determined by the School and Student Service for Financial Aid (SSS), a service of the National Association of Independent Schools (NAIS), and the Roeper Financial Aid Committee. (*See additional information in this packet.*)

The applicant's file will be complete and ready for review by the Admissions Committee when all of the above steps have been completed. A decision will be made at the next established acceptance meeting and the parents will be notified of the results within a few working days. Upon acceptance, an enrollment contract will be mailed. The signed enrollment contract with deposit must be returned by the date indicated to reserve a place for the new student.

APPLICATION FOR ENROLLMENT

PLEASE NOTE: A \$75 application fee must accompany this form, check made payable to The Roeper School.
PLEASE PRINT OR TYPE.

TODAY'S DATE	PRESCHOOL LEVEL FOR WHICH YOU ARE APPLYING: (CIRCLE DAYS PREFERRED)		LEVEL FOR WHICH YOU ARE APPLYING:	
MONTH & YEAR OF PROPOSED ENROLLMENT	STAGE I HALF DAY (3 – 5 YEARS) <input type="checkbox"/> 5 DAYS AM (M-F) <input type="checkbox"/> 3 DAYS AM (M W F) <input type="checkbox"/> 2 DAYS AM (T TH)		LOWER SCHOOL <input type="checkbox"/> STAGE II (Kindergarten/1st Grade) <input type="checkbox"/> STAGE III (2nd/3rd Grade) <input type="checkbox"/> STAGE IV (4th/5th Grade)	
	STAGE I FULL-DAY (3 – 5 YEARS) <input type="checkbox"/> 5 DAYS M-F <input type="checkbox"/> 3 DAYS M T W T H F		MIDDLE/UPPER SCHOOL GRADE _____	
STUDENT'S FULL NAME				
GENDER		DATE OF BIRTH		IS YOUR CHILD A U.S. CITIZEN?
MALE <input type="checkbox"/> FEMALE <input type="checkbox"/>				YES <input type="checkbox"/> NO <input type="checkbox"/>
HAVE YOU PREVIOUSLY APPLIED TO ROEPER FOR THIS CHILD?		FOR ANOTHER CHILD?	THAT CHILD'S NAME	
			YEAR OF HIS/HER APPLICATION	
PARENT #1's or GUARDIAN's FULL NAME			E-MAIL ADDRESS	
PLEASE CIRCLE PREFERRED PHONE NUMBER FOR CONTACT				
HOME		BUSINESS		CELL/OTHER
HOME ADDRESS (STREET ADDRESS, CITY, STATE, ZIP)				
OCCUPATION			EMPLOYER	
BUSINESS ADDRESS (STREET ADDRESS, CITY, STATE, ZIP)				
PARENT #2's or GUARDIAN's FULL NAME			E-MAIL ADDRESS	
PLEASE CIRCLE PREFERRED PHONE NUMBER FOR CONTACT				
HOME		BUSINESS		CELL/OTHER
HOME ADDRESS — IF DIFFERENT FROM PARENT #1'S (STREET ADDRESS, CITY, STATE, ZIP)				
OCCUPATION			EMPLOYER	
BUSINESS ADDRESS (STREET ADDRESS, CITY, STATE, ZIP)				
PARENTS' MARITAL STATUS		IF APPROPRIATE, INDICATE CUSTODIAL PARENT		IF APPROPRIATE, PLEASE INDICATE
NEVER MARRIED <input type="checkbox"/> MARRIED <input type="checkbox"/> SEPARATED <input type="checkbox"/> DIVORCED <input type="checkbox"/>		JOINT <input type="checkbox"/> MOTHER <input type="checkbox"/> FATHER <input type="checkbox"/>		MOTHER DECEASED <input type="checkbox"/> FATHER DECEASED <input type="checkbox"/>
SIBLING(S)	BIRTHDATE(S)	SIBLING(S)	BIRTHDATE(S)	
SCHOOL EXPERIENCE				
CURRENT GRADE		CURRENT SCHOOL		
SCHOOL ADDRESS (STREET ADDRESS, CITY, STATE, ZIP)			SCHOOL PHONE	
TEACHER'S NAME		SCHOOL DISTRICT OF RESIDENCE		
OTHER SCHOOL(S) ATTENDED	GRADE	OTHER SCHOOL(S) ATTENDED	GRADE	
FINANCIAL AID — PLEASE INDICATE IF YOU ARE APPLYING FOR FINANCIAL AID (NOT AVAILABLE FOR STAGE I) IF YES, PLEASE REQUEST FINANCIAL AID FORMS, OR YOU MAY DOWNLOAD THEM FROM http://sss.nais.org . YES <input type="checkbox"/> NO <input type="checkbox"/>				

SIGNATURE OF PARENT/GUARDIAN _____

DATE _____

PARENT/GUARDIAN QUESTIONNAIRE

To be completed by parent or guardian of student.

The more we know about your child and your family, the better we can help you decide if this school is the best placement for him or her. The information in this questionnaire also helps in planning after your child is enrolled. *(In joint or separate custody situations, it is helpful if each parent completes a separate questionnaire.)*

CHILD'S NAME _____ AGE _____

Who referred you to Roeper?

Why are you considering our school?

What goals and expectations do you have for the Roeper program?

How has your child adjusted to other school or camp experiences?

What activities do you enjoy as a family?

What are your child's favorite activities?

Describe your child's social interactions and peer relationships.

Does your child have any specific fears or anxieties?

How has your child reacted to unusual events (if any) such as moving, death, accident, illness?

Does your child have any specific health issues or allergies?

Is your child taking medication for any health or behavioral concerns?

Has your child ever been evaluated individually? _____
For example, has s/he had IQ testing, individual achievement tests, tests for learning differences (e.g., ADD/ADHD or dyslexia), or other evaluations? If yes, please explain.

For children over five years old, has your child ever had a 504 or an IEP? If so, please explain.

Has your child received academic support services through school or privately? _____ If yes, please explain.

Has your child received professional counseling or therapy? _____ If yes, please explain.

Has your child ever been subject to school disciplinary action (e.g., expulsion, suspension, probation)? _____
If yes, please explain.

Are there particular physical, psychological or behavioral areas in which your child needs help?

What do you consider your child's most outstanding characteristics?

What do you see as your child's individual educational needs?

Is there anything that you would like us to know that has not been included in this questionnaire?

Signature of Parent/Guardian _____ Date _____

TEACHER REPORT

This form should be given to the child's teacher or counselor to be completed and returned directly to The Roeper School.

Date _____

Dear Fellow Educator:

_____ has applied for admission to The Roeper School.

We would appreciate your observations about this student. All information will be kept strictly confidential.

THIS APPLICANT:

	Never				Always
1. shows intellectual curiosity	1	2	3	4	5
2. has a willingness to complete activities	1	2	3	4	5
3. is able to work independently	1	2	3	4	5
4. can follow directions	1	2	3	4	5
5. makes transitions easily	1	2	3	4	5
6. is internally motivated to learn	1	2	3	4	5
7. has an age-appropriate attention span	1	2	3	4	5
8. participates readily in class	1	2	3	4	5
9. has good relationships with peers	1	2	3	4	5
10. is cooperative and can accept limits	1	2	3	4	5
11. has respect for the rights of others	1	2	3	4	5
12. is sensitive to the needs of others	1	2	3	4	5
13. can accept responsibility	1	2	3	4	5
14. can handle academic requirements without special assistance	1	2	3	4	5
15. can control verbal aggression	1	2	3	4	5
16. can control physical aggression	1	2	3	4	5
17. is appropriately assertive	1	2	3	4	5
18. works effectively during unstructured time	1	2	3	4	5

continued ...

FURTHER OBSERVATIONS:

What are the student's overall strengths or weaknesses in academic areas and social-emotional development?

Have you ever needed to involve the school counselor/social worker, special education team or principal with the student?

STUDENT'S NAME _____ CURRENT GRADE LEVEL _____

TEACHER'S NAME (PLEASE PRINT) _____

TITLE _____

TEACHER SIGNATURE _____ DATE _____

YEAR THIS STUDENT WAS IN YOUR CLASSROOM _____

NAME OF SCHOOL _____

SCHOOL ADDRESS _____ SCHOOL PHONE _____

SCHOOL CITY, STATE, ZIP CODE _____

Please return as soon as possible to:

Admissions Department
The Roeper School
P.O. Box 329
Bloomfield Hills, MI 48303-0329

Phone: 248/203-7317
Fax: 248/203-7310

REQUEST FOR RELEASE OF INFORMATION FOR APPLICATION

Dear Parent or Guardian:

This form should be filled out by you and given to your child's CURRENT school. If your child is attending a private or independent school, please give this form to the Head of School. The current school will then send copies of your child's school records (items requested are listed below) to The Roeper School.

STUDENT'S NAME _____

DATE OF BIRTH _____ CURRENT GRADE _____

STUDENT'S ADDRESS _____

PRESENT SCHOOL _____

SCHOOL ADDRESS _____

SCHOOL CITY, STATE & ZIP CODE _____

I hereby grant permission for the above school to release copies of the following school records for the student named above. If my child enrolls at The Roeper School, I authorize the release of his/her permanent records to The Roeper School.

- ACADEMIC RECORDS
- BEHAVIORAL RECORDS
- ACHIEVEMENT TESTING
- IQ TESTING
- HEALTH FORM
- OFFICIAL TRANSCRIPT FOR UPPER SCHOOL (GRADES 9 – 12) APPLICANTS
- OTHER RELEVANT EVALUATIONS

SIGNATURE OF PARENT/GUARDIAN _____

Please send copies of records to:
Admissions Department
The Roeper School
P.O. Box 329
Bloomfield Hills, MI 48303-0329

For more information, please call:
Lower School 248/203-7317
Middle/Upper School 248/203-7318

To send a Fax:
248/203-7310

