



Admission Checklist
PRE-KINDERGARTEN - GRADE 5 APPLICANTS

Thank you for your interest in The Bolles School. Provided below is a checklist of the items needed for your son's or daughter's application to be considered for admission.

Lower school information does not need to be sent in a single package. Please submit information as available. **Application files must be complete in order for Admission Assessments to take place.**

Checklist for completed application files

- **Application** – with photograph attached. Application is submitted in the Fall of the year prior to anticipated entrance.
- **Copy of Birth Certificate**
- **Application Fee** – \$45 non-refundable (there is a \$5 processing fee for all credit card transactions.)
- **Testing Fee** – \$55 (payable to Bolles with application fee)
- **Parent Questionnaire** – please return no later than December 15.
- **Transcript Request Form** – for students applying to grades 1-5, signed by the parent and returned to the appropriate official at the student's school after the first grading period. Grades and test scores (if available) from Kindergarten through the most recent grading period are to be sent to Bolles.
- **Teacher Recommendation Form** – submitted after November 1 by the parent to the child's school and returned directly to Bolles by the school in the self-addressed envelope or by facsimile, no later than December 1. Teacher recommendation forms may not be hand carried by the parent/guardian to Bolles.
- **December 1** – Confirm with your child's current school that transcripts/progress reports and Teacher Recommendation Form have been submitted to Bolles.
- **Admission Assessment** – Students applying for admission to Pre-Kindergarten (PK) and Kindergarten (KG) will visit Bolles twice – once for an individual developmental assessment and a second time for a group visit. Both of these visits will take place on a weekday in January. Students applying for admission to grades 1-5 will be scheduled for a full-day classroom visit during the month of January. Notification of assessment dates will be mailed upon receipt of the application.
- **Campus Tour for Parents (optional)** – to schedule a tour of the Whitehurst or Ponte Vedra Beach Campus with the director of lower school admission, please call the Admission Office. Lower school tours take place in the mornings.
- **Mini-Tour for Pre-Kindergarten and Kindergarten Applicants (optional)** – In order to make the admission process as stress-free as possible for children entering PK and KG, parents are invited to bring their child to campus for a brief tour just prior to their admission visit. Tours are 10 minutes in length and may be scheduled by calling the Admission Office after mid-November. Because of limited time and staffing, mini-tours are available only to applicants whose applications are received by January 4.
- **Open Houses and Coffees (optional)** – for the parents of children interested in applying to lower school. Please call the Admission Office (904) 256-5034 to R.S.V.P.
 - **Whitehurst Campus**
 - Open House** - for the parents of children interested in applying to PK and KG
Wednesday, October 14, 2009 9 - 11:30 a.m.
 - Coffee** - for the parents of children interested in applying to grades 1– 5
Tuesday, October 27, 2009 9 - 11 a.m.
 - **Ponte Vedra Beach Campus**
 - Open House** - for the parents of children interested in applying to PK and KG
Friday, November 6, 2009 9 - 11:30 a.m.
 - Coffee** - for the parents of children interested in applying to grades 1– 5
Thursday, November 12, 2009 9 - 11 a.m.

SPECIAL NOTE: Completed applications received by January 10, 2010, will be considered by the Admission Committee during the first round of selections in February. Admission decisions will be mailed on February 18, 2010.