



MARY McDOWELL
FRIENDS SCHOOL

20 BERGEN STREET BROOKLYN, NY 11201 718 625 3939 FAX 718 625 1456

ELEMENTARY AND MIDDLE SCHOOL ADMISSIONS PROCEDURES

REFERRAL – Most often, children come to the MMFS because an educator or psychologist refers them, or a parent is concerned about his/her child's present educational placement. All children must have had a psycho-educational or neuropsychological evaluation done either by the Committee on Special Education (CSE) of the Department of Education or an outside provider before they can be considered as an applicant to the school.

WHEN TO START – Although admissions take place throughout the year, parents usually contact the school in the fall if they are interested in having their child admitted to the Mary McDowell Friends School for the following academic year.

PARENT VISIT – Parents should call the school to schedule an appointment to attend one of the information sessions which start in the late fall and continue throughout the year. Sessions are for adults only.

APPLICATION – Parents should request an application, and send the completed forms to the school, along with the: application checklist; psycho-educational or neuropsychological evaluation; recent school reports or report card and the \$90.00 application fee. Please make arrangements to have two teacher evaluation forms sent directly to Mary McDowell Friends School. If you have gone through the Committee on Special Education (CSE) process, please send the IEP and all evaluations and observations.

Upon receipt of all of the reports and forms, the Office of Admissions will review these materials. If the Admissions Committee believes the school might be able to help the applicant, an appointment will be set up for the student to visit.

(If the application fee poses a financial problem, please inform the Office of Admissions as that fee may be waived.)

STUDENT ADMISSIONS VISIT – Applicants visit MMFS during a school day, meet with the school psychologist, view the school and, possibly, spend time in a classroom. Student visits for the youngest applicants do not begin until later in January.

NOTIFICATION – Parents are notified as soon as a decision is made concerning the Applicant's admission to the school, usually about three weeks from the student's visit. Starting in January, admission decisions are made on a rolling basis throughout the year for the following academic year.

TUITION – The tuition for the 2010-2011 school year is \$43,100. The tuition for the following school year is set in January.

TUITION ASSISTANCE – Tuition assistance is available on a limited basis. A financial aid packet is sent out automatically to all parents who check the financial aid request on the application form. If parents are interested in tuition assistance, they must fill out a financial aid form and send it in with all the required supporting documentation. Aid is determined by financial need, on a first come first serve basis. Since students are accepted throughout the year, parents may not know whether or not they will receive financial aid before they have to make a decision about signing a contract.

Mary McDowell Friends School admits students of any race, color, nationality, ethnic origin and sexual orientation, and is chartered by the New York State Board of Regents.