

## THE APPLICATION PROCESS

### OPEN HOUSE DATES

PK - Grade 12	NOVEMBER 9, 2008	2:00 p.m.
PK - Grade 12	JANUARY 11, 2009	2:00 p.m.
PK - Grade 12	MAY 3, 2009	2:00 p.m.

### ADMISSION TIMELINE

Application Deadline (All materials)	JANUARY 30, 2009
First Round Admission Decisions	MARCH 6, 2009
New Student Contract Deadlines	APRIL 3, 2009
Second Round Decisions	UNTIL FULL

### ADMISSION CHECKLIST

The admission process is broken into two cycles – first round and second round decisions. Applications for first round must be submitted by Friday, January 30, 2009 with admission decisions being rendered on Friday, March 6, 2009. Second round decisions occur on a rolling basis after the New Student Enrollment Contract Deadline of Friday, April 3, 2009. Many grades will fill following the first round; therefore, it is advisable to apply as soon as possible. The requirements listed below may be completed in any order; however, no applicant will be considered for admission until all required items have been submitted to Highland.

### APPLICATION

Please submit an application and enclose a non-refundable application fee of \$50.

### PARENT STATEMENT FOR PK 3/4

The Parent Statement should be submitted with the application.

### APPLICANT STATEMENT FOR GRADES 6-12

The Applicant Statement should be completed in the applicant's own handwriting.

### TEACHER RECOMMENDATION(S)

Applicants for PK 4/5-Grade 5 must submit one recommendation: Homeroom teacher.  
Applicants for Grades 6-12 must submit two recommendations: Math and English teachers.

All recommendations must be sent directly from the applicant's school to Highland.

### SCHOOL RECORDS OR TRANSCRIPTS

Please submit the Request for School Records form directly to your child's school. All records or transcripts must be sent directly from the applicant's school to Highland.

### APPLICANT OBSERVATION OR VISIT

Applicants for PK 4/5 and K are required to attend a group observation on Saturday, February 7, 2009. Snow date: February 14, 2009.

Applicants for Grades 1-12 are required to complete a half-day visit. Visits are scheduled daily by appointment and applicants do not need to submit an application prior to the half-day visit.

### PARENT INTERVIEW

Interviews are scheduled daily by appointment and most are conducted the same day as the applicant's visit.

### TESTING

Applicants for PK 4/5 and K will be administered the Gesell screening at Highland on Monday, February 2, 2009 through Friday, February 6, 2009. No weekend testing is available.

Applicants for Grades 1-5 will be administered STAR testing during their half-day visit.

Applicants for Grades 6-12 are required to submit Secondary School Admission Test (SSAT) scores. Highland's school code is #3874. The SSAT will be administered at Highland on Saturday, January 17, 2009 at 9:00 a.m. to applicants only. Snow date: Saturday, January 24, 2009.

Applicants for Grades 11-12 may submit PSAT or SAT scores instead of SSAT scores.



## **FEE SCHEDULE**

These fees are for the 2008-2009 academic year. In January, the Board of Trustees will determine the fees for the 2009-2010 academic year.

### **APPLICATION FEE**

\$50 due with application.

### **ENROLLMENT FEE**

\$750 due with enrollment contract.

### **TUITION**

PK 3/4	\$5,900
PK 4/5	\$9,360
K - Grade 2	\$15,400
Grades 3-8	\$16,700
Grades 9-12	\$19,100

*Please consult the website for information and costs associated with Before/After-Care.*

### **PAYMENT PLANS**

Single Payment:	Payment in full is due by July 1 and entitles K-Grade 12 families to a 1% discount.
Tri-Payment:	Three payments of 40% by July 1, 40% by September 1 and 20% by January 1.
Monthly Payment:	Ten equal payments due on the first of each month from July through April. This plan is sponsored through FACTS and requires direct withdrawal from a checking account or credit card.

### **BUS TRANSPORTATION**

Round trip	\$1,600 first child
One-way	\$1,100 first child
One-way or round trip	\$1,100 second child
One-way or round trip	\$500 third child
Ten Ride Pass	\$100

*Bus service to/from: Haymarket, Gainesville, Manassas, Leesburg, Culpeper, Middleburg and Purcellville.*

### **FOUNDER'S SCHOLARSHIP**

The mission of the Founder's Scholarship Program is to attract and retain students of exceptional intelligence who possess the highest qualities of leadership, character and citizenship. We seek to identify students with great promise early in their high school careers so that we may nurture their talents and allow the school to benefit from their enrollment. We are firm in the belief that extraordinary individuals enrich the entire community; thus, we award partial merit-based grants to enable talented youth to attend Highland. Founder's Scholarships are highly competitive and awarded annually to rising Grade 9-10 students. To learn about the application process, please contact the Admission Office or consult our website. Highland currently has 12 Founder's Scholars.

### **FINANCIAL AID**

Highland provides need-based financial aid to students in Kindergarten through Grade 12. In 2008-2009, Highland granted \$749,000 to 18% of the student body. The grants ranged from 10% to 90% of tuition with an average grant of nearly \$7,700.

Families interested in information about financial aid should contact the Admission Office and consult our website for a copy of the Financial Aid Handbook. The handbook describes the application process which includes submitting information to Highland and School and Student Services (SSS) in Princeton, New Jersey. Families unsure about their ability to pay full tuition should apply for financial aid. All information and conversations pertaining to financial aid are held in the strictest of confidence. In addition, admission and financial aid are determined separately.

The application deadline for current families, January 9, 2009, is slightly before that of prospective families which is January 30, 2009. The Financial Aid Committee reviews each file carefully and awards grants on an annual basis. Families are notified of the financial aid decision before being asked to submit an enrollment contract.

## APPLICATION

### OUR MISSION

To provide a demanding academic program to develop the skills and character essential for students to meet the challenges of college and leadership in the twenty-first century.

### OUR POLICY

Highland School does not discriminate on the basis of race, color, gender, sexual orientation, religion, nationality, or ethnic origin in the administration of its educational, employment, or admission policies, its scholarship, athletic, and other school-administered programs.

### APPLICANT INFORMATION

Please enclose a current photograph of the Applicant.

APPLICANT'S NAME

GRADE APPLYING TO

GENDER

DATE OF BIRTH

IS THE APPLICANT A U.S. CITIZEN?

NATIVE LANGUAGE(S)

CURRENT SCHOOL

CURRENT GRADE

HAS THE APPLICANT PREVIOUSLY APPLIED TO HIGHLAND?

IF SO, WHEN?

### FAMILY (PARENT/GUARDIAN) INFORMATION

FATHER/GUARDIAN

MOTHER/GUARDIAN

HOME ADDRESS

HOME ADDRESS

CITY, STATE & ZIP

CITY, STATE & ZIP

HOME PHONE

HOME PHONE

CELL PHONE

CELL PHONE

E-MAIL

E-MAIL

EMPLOYER

EMPLOYER

OCCUPATION & TITLE

OCCUPATION & TITLE

WORK PHONE

WORK PHONE

WORK E-MAIL

WORK E-MAIL

STEPMOTHER

STEPFATHER

CELL PHONE

CELL PHONE

E-MAIL

E-MAIL

EMPLOYER

EMPLOYER

OCCUPATION & TITLE

OCCUPATION & TITLE

WORK PHONE

WORK PHONE

WORK E-MAIL

WORK E-MAIL



Please indicate the status of the Applicant's parents	MARRIED	SEPARATED	DIVORCED	FATHER DECEASED	MOTHER DECEASED
Please indicate with whom the Applicant resides	BOTH PARENTS	FATHER	MOTHER	GUARDIAN	
Who serves as the Applicant's legal guardian?	BOTH PARENTS	FATHER	MOTHER	GUARDIAN	

PLEASE LIST ALL SIBLINGS (NAME, PRESENT SCHOOL/COLLEGE, GRADE/YEAR)

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ARE ANY OF THE APPLICANT'S SIBLINGS APPLYING TO HIGHLAND? IF YES, WHICH ONES?

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HAS A RELATIVE EVER ATTENDED HIGHLAND SCHOOL? IF YES, WHO AND WHEN?

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PATERNAL GRANDPARENT(S)

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HOME ADDRESS

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MATERNAL GRANDPARENT(S)

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HOME ADDRESS

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**SCHOOL INFORMATION**

CURRENT SCHOOL

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SCHOOL ADDRESS

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SCHOOL PHONE

SCHOOL FAX

SCHOOL WEBSITE

PREVIOUS SCHOOLS ATTENDED (SCHOOL NAME, SCHOOL ADDRESS, SCHOOL PHONE NUMBER, GRADE(S) ATTENDED)

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Has the Applicant repeated or skipped a grade during his/her schooling? YES NO

Does the Applicant have an IEP or 504 Plan? YES NO

Has the Applicant ever received any testing other than standardized testing provided by his/her school? YES NO

*Please submit all educational testing materials with the Application.*

Has the Applicant ever been dismissed, suspended, placed on probation, or received other serious disciplinary sanction? YES NO

Has the Applicant withdrawn from school voluntarily for an extended period of time for reasons other than health? YES NO

**ADDITIONAL INFORMATION**

HOW DID YOU LEARN ABOUT HIGHLAND SCHOOL?

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PLEASE LIST ANY OTHER SCHOOLS BEING CONSIDERED BY THE APPLICANT

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Who is financially responsible?	BOTH PARENTS	FATHER	MOTHER	GUARDIAN	OTHER
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NAME/ADDRESS (IF DIFFERENT FROM PARENT/GUARDIAN)

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E-MAIL

PHONE

PERSON COMPLETING THE APPLICATION:

RELATIONSHIP TO APPLICANT

SIGNATURE

DATE

**APPLICANT STATEMENT FOR GRADES 6-12**

*Please fill out the Applicant Statement in your own handwriting*

APPLICANT'S NAME

GRADE APPLYING TO

APPLICANT'S E-MAIL

APPLICANT'S CELL PHONE

WHAT IS SOMETHING MOST PEOPLE DO NOT KNOW ABOUT YOU?

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WHAT DISTINGUISHES YOU FROM YOUR PEERS?

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WHICH OF YOUR ACCOMPLISHMENTS MAKES YOU THE MOST PROUD? WHY?

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HOW HAVE YOU CONTRIBUTED TO THE LIVES OF OTHERS?

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WHY DO YOU THINK HIGHLAND SCHOOL IS A GOOD MATCH FOR YOU?

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WHO DO YOU CONSIDER A POSITIVE ROLE MODEL? WHY?

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ACTIVITY	YEARS INVOLVED	LEVELS AND POSITIONS	AWARDS AND LEADERSHIP	DO YOU PLAN TO PARTICIPATE AT HIGHLAND?

APPLICANT'S SIGNATURE

DATE

**ENGLISH RECOMMENDATION FOR GRADES 6-12**

To the teacher: The student whose name is listed below has submitted an application to Highland School. A candid response is appreciated, as it will help the Admission Committee immensely. All comments are confidential. Thank you for your assistance.

\_\_\_\_\_  
APPLICANT'S NAME GRADE APPLYING TO

\_\_\_\_\_  
I HAVE KNOWN THE APPLICANT FOR *Years, Months*

\_\_\_\_\_  
TEACHING POSITION

\_\_\_\_\_  
WHAT ARE THE FIRST WORDS THAT COME TO MIND TO DESCRIBE THE APPLICANT?

\_\_\_\_\_  
BRIEFLY DESCRIBE THE APPLICANT'S ENGLISH COURSE INCLUDING BOOKS READ.

\_\_\_\_\_

\_\_\_\_\_

**ACADEMIC TRAITS**

ACADEMIC ABILITY	EXCELLENT	GOOD	FAIR	POOR
ACADEMIC ACHIEVEMENT	EXCELLENT	GOOD	FAIR	POOR
SELF-MOTIVATION	EXCELLENT	GOOD	FAIR	POOR
STUDY HABITS	EXCELLENT	GOOD	FAIR	POOR
ORGANIZATION OF TIME/MATERIALS	EXCELLENT	GOOD	FAIR	POOR
INTELLECTUAL CURIOSITY	EXCELLENT	GOOD	FAIR	POOR
ATTENTION SPAN	EXCELLENT	GOOD	FAIR	POOR
COMMITMENT TO HOMEWORK	EXCELLENT	GOOD	FAIR	POOR
READING SPEED	EXCELLENT	GOOD	FAIR	POOR
READING COMPREHENSION	EXCELLENT	GOOD	FAIR	POOR
VOCABULARY	EXCELLENT	GOOD	FAIR	POOR
ABILITY TO FOLLOW DIRECTIONS	EXCELLENT	GOOD	FAIR	POOR
ABILITY TO WORK INDEPENDENTLY	EXCELLENT	GOOD	FAIR	POOR
ABILITY TO WORK IN A GROUP	EXCELLENT	GOOD	FAIR	POOR
ABILITY TO EXPRESS IDEAS IN WRITING	EXCELLENT	GOOD	FAIR	POOR
ABILITY TO EXPRESS IDEAS ORALLY	EXCELLENT	GOOD	FAIR	POOR
SEEKS EXTRA HELP WHEN NEEDED	EXCELLENT	GOOD	FAIR	POOR
ATTENDANCE	EXCELLENT	GOOD	FAIR	POOR

OTHER COMMENTS ABOUT THE APPLICANT'S ACADEMIC TRAITS

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**MATH RECOMMENDATION FOR GRADES 6-12**

To the teacher: The student whose name is listed below has submitted an application to Highland School. A candid response is appreciated, as it will help the Admission Committee immensely. All comments are confidential. Thank you for your assistance.

\_\_\_\_\_  
 APPLICANT'S NAME GRADE APPLYING TO

\_\_\_\_\_  
 I HAVE KNOWN THE APPLICANT FOR *Years, Months*

\_\_\_\_\_  
 TEACHING POSITION

\_\_\_\_\_  
 WHAT ARE THE FIRST WORDS THAT COME TO MIND TO DESCRIBE THE APPLICANT?

\_\_\_\_\_  
 DESCRIBE THE APPLICANT'S MATH COURSE INCLUDING THE TEXT BOOK USED.

**ACADEMIC TRAITS**

ACADEMIC ABILITY	EXCELLENT	GOOD	FAIR	POOR
ACADEMIC ACHIEVEMENT	EXCELLENT	GOOD	FAIR	POOR
SELF-MOTIVATION	EXCELLENT	GOOD	FAIR	POOR
STUDY HABITS	EXCELLENT	GOOD	FAIR	POOR
ORGANIZATION OF TIME/MATERIALS	EXCELLENT	GOOD	FAIR	POOR
INTELLECTUAL CURIOSITY	EXCELLENT	GOOD	FAIR	POOR
ATTENTION SPAN	EXCELLENT	GOOD	FAIR	POOR
COMMITMENT TO HOMEWORK	EXCELLENT	GOOD	FAIR	POOR
UNDERSTANDING OF MATH CONCEPTS	EXCELLENT	GOOD	FAIR	POOR
ACCURACY OF COMPUTATION	EXCELLENT	GOOD	FAIR	POOR
ABILITY TO FOLLOW DIRECTIONS	EXCELLENT	GOOD	FAIR	POOR
ABILITY TO WORK INDEPENDENTLY	EXCELLENT	GOOD	FAIR	POOR
ABILITY TO WORK IN A GROUP	EXCELLENT	GOOD	FAIR	POOR
ABILITY TO EXPRESS IDEAS IN WRITING	EXCELLENT	GOOD	FAIR	POOR
ABILITY TO EXPRESS IDEAS ORALLY	EXCELLENT	GOOD	FAIR	POOR
SEEKS EXTRA HELP WHEN NEEDED	EXCELLENT	GOOD	FAIR	POOR
ATTENDANCE	EXCELLENT	GOOD	FAIR	POOR

OTHER COMMENTS ABOUT THE APPLICANT'S ACADEMIC TRAITS.

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## REQUEST FOR SCHOOL RECORDS

### PARENT OR GUARDIAN

Please submit the Request for School Records to the Guidance Counselor, Registrar or Director of your child's current school after completing the top section of this form.

APPLICANT'S NAME	GRADE APPLYING TO
CURRENT SCHOOL	CURRENT GRADE
SCHOOL PHONE	SCHOOL FAX

I authorize the release of school records and teacher recommendations to Highland School. I understand that the recommendations are confidential and will not be made available for student or parent/guardian review.

PARENT/GUARDIAN SIGNATURE	DATE
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### SCHOOL ADMINISTRATOR

Please send the following records and information to:

HIGHLAND SCHOOL  
Admission Office  
597 Broadview Avenue  
Warrenton, VA 20186

phone 540-878-2700  
fax 540-878-2731  
e-mail [admission@highlandschool.org](mailto:admission@highlandschool.org)

A transcript of all courses and grades for the last two years and for the current school year through 2nd Quarter.  
If not part of the transcript, please include attendance and any discipline records.

Scores of any standardized test, I.Q. test, and/or achievement test taken during the last three years.  
Please indicate the grade and date when the tests were taken.

A school profile, if available.

Upon completion of the school year, a final transcript.

If you have any questions, please call the Admission office. Thank you for your cooperation and assistance.

