



## SECONDARY SCHOOL PLACEMENT PROCESS OVERVIEW

A Lifetime Of Learning Begins At Upland.

### 8<sup>th</sup> GRADE SPRING

#### 1. Students will be asked to generate a list of schools in which they are interested

- This allows the Director of Secondary School placement to open the lines of communication with/visit schools of potential interest.

#### 2. Secondary School Placement Student and Parent Meeting

- An overview of the process is presented and any questions are answered.
- The SSAT testing date for the June test offered at Upland is announced.

### SUMMER BETWEEN 8<sup>th</sup> and 9<sup>th</sup> GRADE

#### 1. Take the SSAT

- The SSAT is offered at Upland to rising 9<sup>th</sup> graders the week after graduation.

#### 2. Family Meetings with the Director of Secondary School Placement

- Discuss what went well in the 8<sup>th</sup> grade year and what could have been better in terms of academics, arts, athletics, leadership and citizenship.
- Discuss goals for 9<sup>th</sup> grade.
- Discuss the plan of attack – Students will discuss what they are looking for in their next school, paying close attention to the things about Upland they would like to replicate. Parents will discuss what is important to them. We will generate a list of schools for students to learn more about and possibly visit.

#### 3. Contact schools and request information

- Students and parents should survey the materials they receive in order to get a feel for each school and determine if it is a school they are interested in visiting.

### 9<sup>th</sup> GRADE FALL

#### 1. Retake the SSAT

- This can be done at Upland on November 17<sup>th</sup>, or on one of the national test dates at a SSAT test center. The national test dates are as follows: October 13<sup>th</sup>, November 10<sup>th</sup> and December 8<sup>th</sup>. Keep in mind that the November 10<sup>th</sup> test administration is the morning after the play production and the December 8<sup>th</sup> test administration interferes with the boys' trip to Greenwich.

#### 2. Contact schools to set up visits. Make all visits before Thanksgiving break.

- Consult the athletic schedule, lab schedule, and family calendar before setting up a visit date. Visits may not be made during fall window week as that time is reserved for play rehearsal during, and often after, school.
- A maximum of six visits may be made without obtaining permission from the Director of Secondary School Placement. We advise against making more than six visits, but will consider each student's request to do so on an individual basis.
- 9<sup>th</sup> grade teachers require students to notify them of a school visit at least one week in advance of the visit. Therefore, students are required to get their absence forms filled out by all of their teachers a week in advance in order for the absence to be "excused."

- Students also need to put their name and the school(s) they are visiting on a given day on the calendar in the 9<sup>th</sup> grade homeroom.
- It is possible to visit more than one school on a given day. The key is to have a plan before scheduling the visits.
- With permission from the Secondary School Placement Director, the phone outside Mr. Suter's office can be used by students during Tutorial or Lunch to schedule visits.
- Visits typically last two hours and include a tour and an interview. The interviewer will meet briefly with the whole family and then spend about 30 minutes with the student and parents separately.
- Students should make notes immediately following each visit, outlining general information they learned, their impressions, things they liked, and things they didn't like. Notes should be kept in a folder and reviewed when the time comes to make a decision.

### **3. Obtain applications from schools to which you would like to apply**

- Most students apply to an average of four to six schools.
- Schools vary in their academic rigor and admission requirements. Ideally, we want the students to apply to an array of schools including those to which they should *likely* gain admission, those to which they are *reasonably likely* to gain admission, and those in which gaining admission would be a *stretch* given their grades, SSAT scores, teacher recommendations and/or extracurricular activities.  
LIKELY – REASONABLE – STRETCH

### **4. Ask the Financial Aid Office at each school to which you are applying for information regarding their grant and loan programs, their procedures and their deadlines.**

- Follow their procedures exactly to ensure that your family is considered among other applicants applying for financial aid and to also ensure that you have all necessary financial information before replying to acceptance letters in April.

### **5. Give ALL application materials that need to be completed by school personnel to Mrs. Jeanette DiStefano.**

- This includes the *Special Interest Recommendation* and *Other Recommendation* if they are to be completed by a faculty member. Students should avail themselves of the opportunity to submit additional recommendations, especially if they will speak to their character or specific achievements and talents.

### **6. Complete student and parent portions of the application and mail them in.**

- The application typically requires a thoughtful essay from the student and therefore, should not be saved until the last minute. Students should devote a great deal of care, attention and planning to their essay, as it is an important part of the admissions decision.
- Some schools require applicants to submit a corrected or uncorrected writing assignment that has been done at Upland in their 9<sup>th</sup> grade year. This assignment should be chosen by the student, in conjunction with the Director of Secondary School Placement and mailed by the student.
- Upland will send the school's portion of the application separately.
- In summary, the family is responsible for sending:
  1. The student and parent portion of the application
  2. Application fee
  3. School writing assignment, if required

The school will send:

1. School Profile
2. Student's first marking period (and possibly second marking period) report card
3. Student's transcript including grades from previous years and standardized testing

4. SSAT scores
5. School Letter of Recommendation written by the Placement Director
6. English Teacher Letter of Recommendation
7. Math Teacher Letter of Recommendation
8. Any other requested recommendations

## **9<sup>th</sup> GRADE WINTER**

### **1. Continue working on applications – some aren't due until February**

- Day schools typically notify applicants of their decisions in early February.
- Boarding schools notify in early to mid-March.

## **9<sup>th</sup> GRADE SPRING**

### **1. Make revisits if necessary**

- Two revisits may be necessary if a student is absolutely unable to decide between his or her top two schools.

### **2. Decide which school to attend and notify all schools of the decision**

#### **2. Mail Deposit**

- A deposit typically needs to be sent to the school you choose in order to reserve your spot.

### **4. Complete placement tests and forms**

- A student's future school may send course placement forms to be completed by a student's current teachers. Students should ask the appropriate teacher to complete the form, collect it from him/her, and mail it back to the school in a timely manner.
- Placement tests that need to be proctored can be taken at Upland under the supervision of the Secondary School Placement Director or the Head of the Upper School. Students should simply see one of these individuals to coordinate a time. Depending on when the tests are due, students may be able to wait until the summer to take them.

## **SUMMER FOLLOWING 9<sup>th</sup> GRADE**

### **1. Complete placement tests**

If a proctor is needed for these tests, they can be taken at Upland under the supervision of the Secondary School Placement Director or the Head of the Upper School. Students should simply see one of these individuals to coordinate a time.

### **2. Upland will automatically mail each student's final transcript and report card to the appropriate secondary schools.**