

Brookwood School Admissions Process Checklist

1. Fill out an application to activate your child's admission folder.

You can request an application from the Admissions Office, complete one online or download and print your own copy. You will receive an acknowledgement from the Admissions Office once your completed application has been received along with the \$40 application fee.

2. Call our Admissions Office at (978) 526-4500 to arrange an interview and tour of the campus.

Once an application is submitted, the Admissions Office contacts families in December for a screening appointment for their child(ren) and mails teacher recommendations forms and transcript release requests for those seeking entrance into Grades two through Eight. Applicants interested in Pre-K and K are given 45-minute individual appointments. Applicants seeking entry into Grades One through Four are scheduled for a classroom visit and screening.

Applicants seeking entry into Grades Five through Eight visit classes for the day and are hosted by Brookwood students. Applicants for Grades 5 - 8 are also asked to take the Independent School Entrance Exam (ISEE).

3. Attend our Open House.

We invite families to attend our Open House and talk with faculty, administrators and current Brookwood parents. Our Open Houses for 2009-2010 will be held on Thursday, November 12, 8:45 - 10:30 a.m. ; and on Sunday, January 24, 1- 3 p.m.

4. Complete financial aid forms if applying for financial aid.

Parents who indicate on their application an interest in applying for financial aid should complete the Parents' Financial Statement (PFS) and submit it to School and Student Service for Financial Aid (SSS) by February 1.

5. Submit all required admissions materials to Brookwood by February 15.

All forms and required materials should be sent to the Admissions Office as soon as possible but no later than February 15. Applications received after February 15 will be considered on a "rolling admissions" basis and will be considered as space allows.

6. Notification of admissions decisions.

The Admissions Committee reviews all completed folders. Decision letters are mailed by March 10 to families who have completed the admissions process. Financial aid applicants are notified at the same time regarding aid. We ask that families notify Brookwood by April 10 of their decision to accept placement for the fall. Earlier notification is greatly appreciated so that wait-listed candidates can be informed of openings as soon as possible. After April 10, applicant files are reviewed as they are completed.

Brookwood School admits students of any race, religion, color, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, religion, sexual orientation, national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.