



Park City Prep Charter School

2018-2019 HIGH SCHOOL APPLICATION PROCESS

STEP 1: Come to the High School Information Meeting on September 25th at 5:30pm.

STEP 2: Complete the applications from the schools to which you want your child to apply.

The process is as follows:

For Private Schools/Independent Schools:

- Complete each school's application on time!
- Send the application fee directly to each school. Payment to some can be done on-line.
- Sign the release of information form for teacher recommendations and transcripts and **return these to Mrs. Linnane.**
- Complete the parent statement.
- In most cases, students must complete their statements and essays, as well. We will be checking and editing these before sending them. This requires the student to fix errors and return the essay to Mrs. Linnane.
- There is an entrance exam given in the fall, **which MUST be taken on the given date.** Some schools have more than one date.
- For some schools there will be a mandatory interview with the student and family. The school will notify you if this is needed.
- Private schools charge tuition. There is a **financial aid application** that is **separate from the original school application.** This application **MUST** be completed with your most recent income **tax income information (Form 1040)** in order to receive any amount of financial assistance. The sooner you complete it, the better are your chances of getting the amount you need.

NOTE: YOU MUST ADHERE TO ALL DEADLINES for BOTH the school application and the financial aid application!

For Public Choice Schools:

- The application needs to be completed either on paper or online depending on the school.
- Some schools require a brief written response from your child. We will be checking and editing these before sending them. This requires the student to fix errors and return the essay to Mrs. Linnane.
- The High School Counselor will take care of sending the transcripts and the teacher recommendations.
- Take advantage of the Open House dates for these schools.

STEP 3: **Return the completed school applications to Mrs. Linnane** (If you apply online you must submit a receipt of your application submission to Mrs. Linnane so we know you applied.) by October 31st to ensure all pieces that are required from the school get sent by the due date. **Take the exam**, if required. Wait for a decision.

*If applications are completed by the deadlines in the fall, typically, you are notified between December and March (also applies to financial aid information).

STEP 4: **ACT NOW** to take advantage of every option available. Apply to many schools so you have **OPTIONS!**

STEP 5: Once your child has been selected by a school, you and he/she must attend the orientation on a date that will be given you in the spring, as well as complete all the required paperwork in order to register your child in that school. In tuition charging schools, even if you get financial assistance, **you must put down a deposit by the date it is due** to hold your child's place in that school.

I am here to help! Call or email me anytime. I will guide you through the entire process.

Looking forward to working together,

Erin Linnane

High School Admissions Guidance Counselor

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