



## Greenwood Friends School Admissions Process & Timeline

- 1. School Tour & Family Visit** - A family wishing to enroll a student typically tours the school, meets with the Head of School, and receives an Admissions Application either at the school or from the website.
- 2. Submit an Application** - The family completes the application to describe their child and submits it to the school. The school will confirm receipt of the application.
- 3. Student Classroom Visit & Screening** – The school will coordinate a classroom visit for the child and the parents will complete the Health Information for Half-Day Visit form in preparation for the child's visit. During the classroom visit, conversation, observation, and a brief screening for age-appropriate skills takes place. If a family applies in the summer, arrangements will be made for the teacher to meet and assess the student.
- 4. Tuition Assistance** - All families regardless of financial circumstances must complete the TADS on-line tuition assistance application. This process will ensure that families receive appropriate discounts and tuition reductions that we offer from time to time. Refer to the form “Tuition Assistance Process.”
- 5. Notification & Enrollment** - Families will be notified as soon as possible once an Admissions decision has been made. When a student is accepted, families receive a contract listing any tuition assistance award and other discounts. To confirm enrollment, you must sign the enrollment contract and submit it with the non-refundable deposit which is credited towards tuition. Typically, families have until mid-March to accept or decline admission, although GFS continues to accept applications throughout the year providing space is available. Please note that payment of the tuition deposit ensures a place for your child at Greenwood Friends School.
- 6. Forward Student Records** (for new students entering Grades 1-8) – GFS will provide a Records Release Form to your child’s current school. GFS will also alert your home school district of transportation that they can provide your child.
- 7. School Forms & Information** - At the beginning of the school year, enrolled families will receive a packet of school forms (emergency contacts, grandparent day information, etc.) to complete and return to GFS. A school community directory will be issued to enrolled families in September.
- 8. Welcome Events** – In August, all enrolled families are invited to an End of Summer Picnic to meet and greet each other. In September, a Parents Back-to-School Night orientation is held for ‘parents only’ to hear from teachers and the Head of School about the plans for the year.