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APPLICATION COMPONENTS

Admissions Application

- 1. Family Information Form
- 2. Parent Questionnaire
- 3. Student Questionnaire
- 4. \$65 Application Fee
- 5. Teacher Recommendation
- 6. Transcript

Mail, email, or hand-deliver components 1-4 to the Girls' School:

1. Family Information Form
2. Parent Questionnaire
3. Student Questionnaire
4. \$65 Application Fee

Request these two components from others:

5. Teacher Recommendation:

This form is given to an academic teacher who mails or emails it to us directly. An envelope is provided for the teacher in our hard-copy application packet. Please be sure your daughter's name is on the recommendation before giving it to your daughter's teacher and remind him/her to return it as soon as possible.

6. Transcript Release Request:

This form is given to your daughter's school and is then sent directly to us. Please complete and sign the Transcript Release Request and present it to the registrar at your daughter's school. Copies of the most recent report card and latest standardized testing results should be mailed or emailed directly to the Girls' School as soon as possible.

Final Step: Once all application materials and the fee are received, we will contact you to discuss next steps!

310 West Zia Road
Santa Fe, NM 87505
505.820.3188
admissions@santafegirlsschool.org
www.santafegirlsschool.org

2 FAMILY INFORMATION

Admissions Application

Applicant's Name _____ Name applicant goes by _____ Date of Birth _____

Applying for grade: 6 7 8 of Academic Year: _____

Parent/Guardian's Name _____

Address _____ City _____ Zip _____

Phone _____ Email _____

Occupation _____ Employer _____

Parent/Guardian's Name _____

Address _____ City _____ Zip _____

Phone _____ Email _____

Occupation _____ Employer _____

Applicant lives with _____

Names and ages of siblings _____

Applicant's previous elementary school(s) _____

Check here if you are applying for financial assistance:

Please describe your daughter's race & ethnicity (optional): _____

PARENT QUESTIONNAIRE

Please share your thoughts on the following questions in detail. If you need more space, please use additional paper.

Applicant's Name	Parent/Guardian Name	Relationship to Applicant
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1. How did you hear about Santa Fe Girls' School? _____

2. Why do you think the Girls' School could be a good fit for your daughter? _____

3. In what subjects does your daughter shine? _____

4. Where do you think she may need additional support? _____

(over)

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STUDENT QUESTIONNAIRE

Admissions Application

Please share your thoughts on the following questions in as much detail as you can. If you need more space, use additional paper. Be sure to handwrite your answers in ink.

Your Name	Current Grade	Current School
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1. How do you describe yourself as a student? _____

2. How would you describe yourself as a friend? _____

3. How do you learn best or most easily? _____

4. Are there subjects where you might need help from teachers and/or classmates? _____

(over)

STUDENT QUESTIONNAIRE, Continued

Complete These Thoughts:

5. The most challenging moment I have faced in school this year was: _____

6. I responded to this challenge by: _____

7. The most positive experience I have had in school this year was: _____

8. I thought this experience was positive because: _____

Thank you!

TEACHER RECOMMENDATION REQUEST

Applicant's Name	Current Grade	Current School
Teacher's Name	Position	
Telephone	Email	

For Parents/Guardians:

Please include your daughter's name at the top of this form and give it to one of her current academic teachers.

To the Teacher:

The Santa Fe Girls' School is a middle school committed to nurturing and empowering young women in grades six through eight. The Girls' School fosters intellectual rigor, creativity, self-expression, teamwork, and leadership skills.

Please complete our recommendation form and mail or email it to the Girls' School. Your thoughtful and candid assessment is an important part of the admission process. This recommendation will remain confidential. We appreciate your cooperation and time.

Thank you very much,



Rosie Williams
Co-Director

How long and in what capacity have you known the applicant? _____

ACADEMIC PROFILE

Please circle the number that best describes how the applicant is on par for her grade level (1=below grade level, 3=at grade level; 5= exceeds grade level):

Reading comprehension	1	2	3	4	5
Writing skills	1	2	3	4	5
Spelling	1	2	3	4	5
Decoding	1	2	3	4	5
Multiplication facts	1	2	3	4	5
Short division	1	2	3	4	5
Long division	1	2	3	4	5
Fractions	1	2	3	4	5
Decimals	1	2	3	4	5
Word problems	1	2	3	4	5
Critical thinking	1	2	3	4	5
Study habits	1	2	3	4	5
Organization of time and work	1	2	3	4	5

Does this student attend school regularly? Yes No

If no, please explain. _____

CHARACTER PROFILE

Please indicate your view of the applicant's personal development (1=weak; 5=strong):

Integrity	1	2	3	4	5
Self motivation	1	2	3	4	5
Ability to work independently	1	2	3	4	5
Ability to work with others	1	2	3	4	5
Self confidence	1	2	3	4	5
Maturity	1	2	3	4	5
Attention span	1	2	3	4	5
Ability to handle stress	1	2	3	4	5
Politeness	1	2	3	4	5
Relationship with adults	1	2	3	4	5
Relationships with peers	1	2	3	4	5
Leadership skills	1	2	3	4	5

Please comment on the relationship the applicant's parents/guardians have with your school. _____

Is this student receiving any classroom modifications? Yes No

If yes, please describe. _____

TEACHER RECOMMENDATION, Continued

Has this student been involved in notable social conflicts, or been suspended or expelled? Yes No

If yes, please describe the circumstances: _____

Do you think the Girls' School is a good fit for this student? Please explain. _____

Please share any additional information about this student that you feel will help us know her better. _____

May we contact you for further information? Yes No

Best way to contact you: Phone Email

Signature _____

Date _____

Thank you!

TRANSCRIPT RELEASE REQUEST

For Parents/Guardians:

Transcript Release for (Applicant's name) Date

Applying for Grade Year

Current School Address City/State/Zip

I authorize the release of all requested information including:

- Report cards for the last two school years
- Standardized Test Results for the last two school years
- Most recent Immunization Records

Parent/Guardian Signature Date

To the School Registrar:

The student named above is applying to Santa Fe Girls' School. Please submit all materials requested above.

Admission to Santa Fe Girls' School is a rolling admissions process. This means that families are interviewed and admissions decisions made as completed applications are received at the school. Your prompt response assists in this process.

Please email or mail materials to:
Santa Fe Girls' School
Attn: Admissions
310 West Zia Road
Santa Fe, NM 87505
admissions@santafegirlsschool.org

Thank you,



Rosie Williams
Co-Director

SANTA FE Girls' SCHOOL

Tuition for the 2021-2022 school year: \$14,500

Tuition is all-inclusive. **There are no additional fees.**

Deadline for completing the tuition assistance application: **February 16, 2021**

Approximately 1/3 of our families receive tuition assistance.

The Santa Fe Girls' School offers three payment plans:

- A one-time payment in full by July 15
- Four equal tuition payments on the 15th of July, October, January and April
- Or ten equal ACH payments on the 20th of each month from July to April

Affording the Santa Fe Girls' School

Dear Prospective Families,

We encourage families who seek tuition assistance to ask questions until they are satisfied that they fully understand the tuition assistance process. Please feel free to contact us at any point in the process with questions that arise for you.

The Girls' School strives to create an atmosphere of inclusivity and diversity, which is the foundation of our financial aid program. We seek to make our education as widely available as possible and we work diligently to keep our tuition costs as low as possible. The tuition cost is all-inclusive; there are no additional fees.

Tuition assistance is need-based and awarded on a first come, first served basis. While the deadline for completing the online tuition assistance application (www.sssbynais.org) is February 16, 2021, we encourage you to apply as soon as you can. Acceptance of a student's application to attend the Girls' School is independent of, and separate from, a request for financial aid.

The Girls' School partners with the School and Student Services (SSS) in processing financial information for awards. To find out how to apply, please refer to Applying for Financial Aid, on the reverse of this letter.

Sincerely,



Rosie Williams
Co-Director

Applying for financial aid

for the 2021-2022 academic year

We partner with School and Student Services (SSS) in our financial aid process. To begin your financial aid application, you will complete the SSS Parents' Financial Statement (PFS) then submit the required documents for our school indicated below.

The PFS is a comprehensive application that will take some time to complete. Give yourself the time you need by not waiting until our deadline approaches. You'll need your most recent tax return before beginning the PFS. We also recommend reviewing SSS resources to help families with the financial aid process. They are found at <http://www.solutionsbysss.com/parents>.

We will communicate our financial aid decision to you. To make our decision, we use the information from the PFS as a starting point and consider our school policies, practices, and available budget.



How to complete your Parents' Financial Statement (PFS) online

- Beginning October 2, 2020, go to the SSS Family Portal at <https://sss.secure.force.com/familyportal>.
- Create your Family Portal account with your email address and a password. If you applied for financial aid last year, log into the Family Portal as a Returning Family using your same email address and password.
- Complete a PFS for Academic Year 2021-22. You can log out at any time and return later to finish it.
- When all PFS sections are complete with green checks, the Submit & Pay button activates. Follow prompts to the payment screen. The \$55 fee is nonrefundable. Once your PFS is submitted, it cannot be withdrawn from the SSS system.
- After you pay for and submit your PFS, access to "My Documents" activates to upload required documents by their deadlines as part of your application process.



How to submit your required documents online

- Prepare your document files for uploading. Make sure the documents are on your computer and each specific form is saved as a separate file. Examples: a) 1 PDF file for the 1040 with all schedules and worksheets included, b) each W2 saved as its own file. Remove any security or password protection from your files.
- Return to your Family Portal account and confirm you are on the Academic Year 2021-22 Dashboard.
- Open "My Documents" from the Dashboard.
- In the "Required Documents" section, use the Upload button or link associated with the specific document type. Follow prompts to locate, select, and confirm the file to upload.
- Click the Submit button to complete your upload. The date will appear in the "Date Uploaded" column within minutes of the upload. Repeat this process until all required documents are submitted by their deadlines.
- **Mailing in Documents:** If you prefer to submit required documents by mail, you must print your Cover Sheet from "My Documents" and send it with your documents to the address it provides at least 10 days before the deadlines.

Key information you need to know about our school as you complete the 2021-22 PFS:

Our school's full name: Santa Fe Girls' School Our SSS code: 1793

Contact information for our financial aid office: admissions@santafegirlssschool.org

Deadline for completing the PFS: 2/16/2020 Deadline for required documents: 2/16/2020

Documents we require you to submit with your PFS:

1040 with all schedules and worksheets*

Tax Year: 2020 2019

W2 Form

Tax Year: 2020 2019

1099 Form

Tax Year: 2020 2019

***Self-Employed Parents:** Include all related business forms with your 1040 file (i.e., Schedule C, Schedule E, 1120, 1065, and K-1).

Need help with your PFS or required documents?

Contact SSS Parent Support at (800) 344-8328 or sss@communitybrands.com.