



## Keystone School Application Checklist

All forms can be printed from our website at

[www.keystoneschool.org/admissions/onlineapplication.cfm](http://www.keystoneschool.org/admissions/onlineapplication.cfm)

### ALL APPLICANTS

- Application and \$50 Application Fee
- Confidential School Report – statement of good standing from current *school (to be completed by an administrator and not a classroom teacher)*
- Transcript Release Statement – most recent report card

### Kindergarten – 4<sup>th</sup> Grade:

- Confidential Teacher Recommendation from current classroom teacher (*please have teachers scan and email the form directly to Andrea Banks, Director of Enrollment Management, at [abanks@keystoneschool.org](mailto:abanks@keystoneschool.org)*)
  - Optional/Additional Teacher Recommendation
- Applicants for Lower School will be required to take a readiness and ability test. The Kaufman Brief Intelligence Test-Second Edition (KBIT-2) will be the required test if an applicant has not had a more comprehensive evaluation administered by a licensed psychologist or by their current school. Please contact Keystone for additional information. *Due to circumstances related to COVID-19, please contact the referred doctors to see how they can conduct the KBIT to your comfort level.*
- Online video conference assessment
  - Campus and classroom visits are canceled for the time being. An assessment, usually through Zoom, will be conducted once all required materials have been submitted and received.
  - The Enrollment Office will contact applicant families to schedule the assessment.

### 5<sup>th</sup> -12<sup>th</sup> Grade:

- Confidential Teacher Recommendations (*please have teachers scan and email the form directly to Andrea Banks, Director of Enrollment Management, at [abanks@keystoneschool.org](mailto:abanks@keystoneschool.org)*)
  - Math Teacher Recommendation
  - English Teacher Recommendation
  - Optional/Additional Teacher Recommendation
- Applicants for Grades 5-12 will be required to take the Independent School Entrance Examination (ISEE). This test is offered in over 30 metropolitan areas across the country. The list of testing dates and locations is found on the ISEE Guide available through Keystone School or online at [www.iseetest.org](http://www.iseetest.org). The ISEE may be taken only once within a six-month period. *Due to circumstances related to COVID-19, ISEE is now providing at-home online tests. Please see <https://www.erblearn.org/services/isee-at-home> for more information on registering. However, if you would like to take the test in person, Keystone is a registered test site for three different test dates.*
- Online video conference assessment
  - Campus and classroom visits are canceled for the time being. An assessment, usually through Zoom, will be conducted once all required materials have been submitted and received.
  - The Enrollment Office will contact applicant families to schedule the assessment.

Contact Andrea Banks, Director of Enrollment Management, with questions.

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