

Keystone School Application Checklist

All forms can be printed from our website at
<https://ks-tx.client.renweb.com/oa/?memberid=194>

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 – 4th 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*)
 - 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.*
- On-Campus Visit
 - Kindergarten applicants take part in an on-campus assessment, *Kindergarten Roundup*, in late January.
 - Applicants to First Grade will be scheduled for a half-day classroom visit from 8:30am to 12:30pm. Students will participate in an assessment during this time.
- Applicants to Second Grade through Fourth Grade will be scheduled for a full day visit from 8:30am to 3:00 pm. Students will participate in an academic assessment during this time

5th -12th Grade:

- Confidential Teacher Recommendations (*please have teachers scan and email the form directly to Andrea Banks, Director of Enrollment Management, at 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. 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.*
- On-Campus Visit
 - Middle School applicants will be scheduled for a full day visit from 8:30am to 3:15pm. During this time, the student will have an academic assessment and have an interview with the Head of Middle School.
 - Upper School applicants will be scheduled for a full day visit from 8:30am to 3:45pm. Students will interview with the Head of Upper School at this time.

Contact Andrea Banks, Director of Enrollment Management, with questions.
abanks@keystoneschool.org | 210-735-4022, ext. 325