

Instructions for Admission to Cambridge Friends School

Dear Parents/Guardians,

Thank you for your interest in Cambridge Friends School. We are delighted you have decided to apply for admission, and we look forward to working closely with you throughout the process. If you have any questions, please do not hesitate to contact us by email at cfsadmission@cfsmass.org or by calling 617.354.3880.

The application checklist provided below will help you keep track of the required pieces of the application. The enclosed forms should be filled out and distributed to the appropriate people. We request that the application process be completed, and all materials mailed to the Admission Office, by **January 8** in order to be considered in our first round of admission. Our Admission Committee needs time to carefully review your child's application. Admission decisions are mailed on March 10. Our office accepts late applications for our second round of rolling admission as space and resources become available.

We look forward to receiving your completed application and getting to know you and your child through the admission process.

Sincerely,

Sarah M. Turner
Director of Admission and Financial Aid

Application Process Checklist

Please make sure you have distributed the appropriate forms and information to the school and teachers. An application will not be considered until the file is complete, and it is the responsibility of the family to make sure all information is received by the CFS Admission Office in a timely manner.

- Completed parent application form and non-refundable \$50 fee.** The application may be submitted before or after your visit to our school. Fee waivers are granted in some instances—please contact our office for a waiver request.
- Parent tour and interview.** Tours and interviews begin on October 1. Please call to schedule an appointment.
- Student visit.** Students entering grades **PK, K, or 1** will be scheduled on January 19 (snow date Jan. 25). The time of the visit will be sent to you in late December or early January, so please reserve the entire day. Students entering **grades 2–8** will visit with their peers for a half day of classes and may participate in classroom activities. Half day visits begin on October 13—please call to schedule a visit.
- Student questionnaire (grades 6–8 only).** The questionnaire should be completed by the student in his/her own writing and without assistance.
- Current teacher AISNE evaluation (grades PK–1 and 2–5).** Please distribute the appropriate form to the student's current teacher. The evaluator will mail the form directly back to CFS.
 - AISNE—Association of Independent Schools in New England
 - AISNE evaluations can also be found at www.cambridgefriendschool.org/admission
- Current teacher AISNE math and English evaluations (grades 6–8).** Please distribute the math and English forms to the student's appropriate current teacher(s). The evaluator(s) will mail the form directly back to CFS.
- Last year's teacher OR Director/Principal's recommendation.** Please sign and distribute this form to the student's last year's teacher or to the Director/Principal of the current school if last year's teacher is not available. The recommender will mail the form directly back to CFS.
- Records release with two years of school reports (previous and current if applicable).** Please sign and distribute this form to the appropriate school personnel. The school will mail materials directly back to CFS.
- Independent School Entrance Exam (ISEE) (grades 6–8 only).** Please register for the ISEE online at <http://www.erbttest.org/parents/admissions/isee> and by our January deadlines. If you are applying after our deadline, please contact our office for information about the ISEE and standardized testing.
- Other educational assessment (if applicable).**
Please provide a copy of any educational testing, if applicable, for your child's admission file.



Application for Admission

Applicant Information:

Application for school year: _____ Applying for grade: _____

Applicant's full name: first _____ middle _____ last _____

Preferred name: _____ Gender: M F Date of birth: _____ Place of birth: _____

Current grade: _____ Current school and dates of attendance: _____

School address (street/city/state/zip): _____

_____ School phone: _____

Principal/Director/Head of School: _____ Email: _____

Current teacher: _____ Email: _____

Last year's teacher (if applicable): _____ Email: _____

Name(s) of school(s) previously attended and dates of attendance: _____

Has the applicant previously applied to Cambridge Friends School? Y / N If yes, when? _____

What other schools are you considering for the applicant?: _____

Does the applicant require any accommodation(s) to complete the admission process? Y / N

If yes, please contact the **Director of Admission**. Requests for accommodation(s) will be considered on a case-by-case basis and accommodation(s) will be offered when reasonable and when available without undue burden on Cambridge Friends School.

Family Information:

Parent/Guardian #1 full name: _____ Parent/Guardian #2 full name: _____

Preferred name: _____ Preferred name: _____

Relationship to applicant: _____ Relationship to applicant: _____

Stepparent/partner name (if applicable): _____ Stepparent/partner name (if applicable): _____

Home address (street/city/state/zip): _____ Home address (if different from Parent/Guardian #1): _____

Home phone: _____ Home phone (if different from Parent/Guardian #1): _____

Cell phone: _____ Cell phone: _____

Email: _____ Email: _____

Employer and your position/title: _____ Employer and your position/title: _____

Business address (street/city/state/zip): _____ Business address (street/city/state/zip): _____

Business phone: _____ Business phone: _____

Applicant lives with: _____

* If parents/guardians live at separate addresses, all school mailings will be sent to both households unless we are otherwise notified in writing. If there are other/additional parents or guardians, please explain your family circumstance.

Who is financially responsible for the applicant?: _____

Will the applicant apply for financial aid? Y / N Have you received information regarding a financial aid application? Y / N

Please list other children in the family:

Name	Date of Birth	Age	Current School	Current Grade

Please list any other individuals who reside in the household with the applicant:

Name	Relationship	Age

Has the applicant had relatives who attended CFS? Y / N If yes, please list:

Name	Relationship	Years Attended

Please list any living grandparent(s) or significant elder(s) below:

Name(s) (first/last)	Household Address(street/city/state/zip)	Relationship to Parent/Guardian of Applicant

How did you first learn about Cambridge Friends School? Please be as specific as possible (i.e. website, publication, school fair, word of mouth, etc.). If a CFS family referred you, please include their name.

What is the applicant's primary language? _____

Is a language other than English spoken in your home? Y / N If yes, please indicate language(s): _____

Is the applicant bi/multi-lingual? Y / N If yes, please indicate language(s): _____

The following identifiers and information is OPTIONAL:

This information is requested to help us complete state, federal, and National Association of Independent Schools (NAIS) statistical surveys. Disclosure of this information is purely voluntary. It will be kept strictly confidential and will not affect the consideration of this application in any way. **Please check as many identifiers that you consider most appropriate for the applicant and your family:**

- African American/Black
- Asian/Asian American
- European American/White/Caucasian
- Latino(a)/Hispanic American
- Middle Eastern American
- Multiracial American (please describe): _____
- Native American
- Pacific Islander American
- Non-U.S. Citizen (country of citizenship): _____
- Other (please describe): _____
- Quaker meeting member (location): _____
- Quaker meeting attendee (location): _____
- Gay/Lesbian/Bisexual/Transgender family
- Adopted family
- Religiously affiliated (please describe): _____
- Additional identifiers (please describe): _____

Parent/Guardian Comments: We appreciate your candor with all questions so we may better know your child. If needed, you may attach an additional page.

1. What prompts you to seek admission to Cambridge Friends School? Why do you think CFS would be a good match for your child and your family?

2. Please discuss your goals for your child's education and expectations you have for his/her school.

3. Please list any specific areas of interest your child has in or outside of school (i.e. play activities, subjects/topics of interest, extracurricular activities, etc.).

4. Please describe your child's intellectual, social, spiritual, and emotional development (consider elements that apply such as temperament, play style/peer interaction, separation experience, and strengths and challenges).

5. Please comment on any unusual individual or family circumstances that may affect your child's academic and/or social performance (i.e. skipping/repeating a grade, extended absences from school, separation/loss of a significant person, specific learning style, frequent moves/changes, disciplinary action, etc.).

6. Has the applicant received any support services or therapy for any aspect of his/her development? Y / N If yes, please explain.

7. Has the applicant received any educational assessment or evaluation? Y / N
If yes, please send a copy to the CFS Admission Office.

As part of this application to Cambridge Friends School (CFS), the applicant and his or her parents/guardians agree to the following:

1. As part of my/our child's application for admission, I/we grant CFS permission to request, receive, and discuss with school personnel information regarding the confidential teacher evaluations/recommendations, school reports, and additional testing documentation.
2. I/We understand that all information regarding a candidate's application for admission to CFS will be treated with complete confidentiality. Only authorized CFS personnel have access to this information, and then only to the extent that the information is relevant to CFS admission and placement decisions. Information received within the scope of this policy is not disclosed to the applicant or to the applicant's family.
3. I/We understand that all admission information is confidential and will be held securely for two years and then destroyed if my/our child is not admitted.
4. I/We hereby state that the information contained herein is true and complete. I/We have not knowingly or intentionally omitted any pertinent or requested information regarding my/our child's information and history.

Parent(s)/Guardian(s) signature(s): _____ **Date:** _____

NON-DISCRIMINATION POLICY:
Cambridge Friends School does not discriminate on the basis of sex, religion, race, color, national and ethnic origin, or sexual orientation in the administration of its educational policies, admission policies, financial aid, and other school-administered programs.



Student Questionnaire (for applicants to grades 6–8)

This questionnaire is an opportunity for you to tell us about yourself. There are no correct or incorrect answers! Please complete your responses in your own handwriting (with pen) and without assistance. Return this form to the CFS Admission Office as part of your application.

Your full name: _____ Preferred name: _____ Current Grade _____

Please describe your academic interests. What subjects do you enjoy the most and why?

What is the last book you read on your own and when? Please explain why you did or did not enjoy it.

Have you studied a foreign language? If so, which one and for how many years?

Please list activities that interest you (examples include: art, music, drama, dance, sports, community service, clubs/organizations, religious groups, scouts, hobbies, other forms of recreation, etc.)?

How do you spend your summer (examples include: camps, clinics, lessons, vacations, special summer study, etc.)?

What makes you a good friend? What would your friends say about you?

In your opinion, what is your greatest strength or best quality and why?

Tell us about someone who is important to you and why (for example: a role model, a hero, or someone you look up to).

Describe your reasons for considering Cambridge Friends School. What is it about CFS that interests you?

Optional: Is there anything else you would like us to know about you?

I have answered these questions in my own words.

Student signature: _____ **Date:** _____



Permission for Release of Student Records and Teacher Evaluations/Recommendations

Applicant's name: _____ Current grade: _____ Applying to grade: _____

Dear Parents/Guardians:

This signed form is to be given to your child's current or most recent school. Please be certain to time its delivery so that the information requested arrives at Cambridge Friends School by **January 8**.

This form is to authorize the Director, Principal, or Head of your child's school to release copies of all requested records to Cambridge Friends School and, if contacted, to speak to CFS personnel about this applicant. This form also gives permission to your child's former and/or current teacher(s) to complete the separate AISNE (Association of Independent Schools in New England) Student Evaluation and other CFS recommendation form(s) and, if contacted, to speak to CFS personnel about this application.

I/We authorize the release of all requested education records of the above-named applicant to Cambridge Friends School and also the submission of the separate confidential student evaluations and recommendations by my/our child's current teacher, former teacher and/or Director/Principal.

Parent(s)/Guardian(s) signature(s): _____ Date: _____

Dear School Administrator(s):

The student whose name appears on this form has applied for admission to Cambridge Friends School. So that we may be fully informed of the student's qualifications, please send us copies of the following information, along with this original form, by **January 8**. If you have received this form after the January 8 deadline, please send the requested information and original form to the CFS Admission Office as soon as possible:

1. Copy of the most recent school report or conference notes/progress reports from the **current academic year**
2. Copy of the **previous year's** school report or conference notes/progress reports (if applicable)
3. The **AISNE** Student Evaluation Form (this may come directly from the current teacher)
4. The Last Year's Teacher or Director/Principal Recommendation (this may come directly from the recommender)
5. Copy of any educational assessments or specialized testing results
6. Copy of any standardized test results
7. Other information that you feel might be helpful to us in evaluating this student

Please retain a copy of this signed release in the student's file.

DO NOT SEND PERMANENT FILE AT THIS TIME. If the student enrolls at Cambridge Friends School, please forward his/her entire school file and health records.

We are aware of the time and thought this request requires, and we sincerely appreciate your assistance. We invite you to contact our office directly with any concerns or questions you may have about this request.

Please mail original form and materials to:

Cambridge Friends School
Attn.: Admission Office
5 Cadbury Road
Cambridge, MA 02140



Last Year's Teacher or Director/Principal Recommendation

Applicant's name: _____ Current grade: _____ Applying to grade: _____

Dear Parents/Guardians:

Please sign the confidentiality statement listed below and forward this form to the last year's teacher (if applicable) or Director/Principal. The form should be returned directly from the recommender to the Cambridge Friends School Admission Office.

Statement of Confidentiality:

The undersigned affirms that all information furnished on this recommendation received by the CFS Admission Office will be held in the strictest of confidence, and is not available to the applicant and/or his or her family.

Parent(s)/Guardian(s) signature(s): _____ Date: _____

Dear Last Year's Teacher or Director/Principal:

The child listed above has applied for admission to Cambridge Friends School. We have requested information regarding his/her current school performance and would also greatly appreciate any information you might share about his/her academic, social, and emotional development. We also believe the relationship between school and family is an essential part of a supportive approach in educating students. Your insights about your relationship with this applicant and family can help us best understand the needs of the student. If needed, please use a separate sheet to elaborate on any of the following questions.

Please return this form to the **Cambridge Friends School Admission Office on or before January 8**. If you receive this form after the deadline, please return it as soon as possible. Thank you for taking the time to complete this form. Your comments will be held in the strictest confidence.

How long have you known the applicant? _____ The family? _____

What is your relationship to the applicant? _____ The family? _____

Please list the first words that come to mind when thinking about the applicant? _____

_____ The family? _____

Please describe the school and family relationship including any comments on parent cooperation and support of the child's school experience.

Please describe any evaluative processes, diagnostic assessment, counseling, or other therapies pursued by the school (or by the family independently) to assist the child.

Please include any other information that you think could be helpful in understanding family expectations of the school. _____

From your experience with the applicant and in relation to other students in the same grade level, please check the following aspects of his/her development.

	Excellent	Very good	Good/Average	Below average	No basis for judgment
Cognitive ability					
Behavior					
Attention span					
Curiosity/motivation/energy					
Respect/concern for others					
Personality/character					
Sense of humor					
Reaction to correction/criticism					
Contribution to class/community					
Cooperation with peers					
Cooperation with adults					

To your knowledge, has the applicant been subject to suspension, expulsion, or other disciplinary action for any reason during the last three years? Y/N If yes, please provide full details including the date, nature of incident, and nature of discipline. Suspension, expulsion, or other disciplinary action will not necessarily bar admission.

I recommend this applicant for admission to Cambridge Friends School: *(circle one)*

Enthusiastically

Strongly

With reservation

Do not recommend

Additional comments are welcome below: _____

Signature: _____ Date: _____

Please print name: _____

Title/Position: _____

School: _____

School address (street/city/state/zip): _____

Contact phone number: _____

Best time to reach you: _____

Email: _____