

**Complete your Application**

Families must complete and submit the Admission Application online. Our online application can be found on our website: [pingry.org](http://pingry.org). Grades K-5 applications must be received by Wednesday, December 19, 2018. Grades 6-11 applications must be received by Wednesday, January 2, 2019.

*We encourage families to submit applications as early as possible.*

We require applications, recommendations and the transcript/report card to be submitted online in keeping with Pingry's commitment to sustainability and the ease and reliability of this format. However, if this presents a hardship, please contact the Admission Office: 908.647.6419 so that we may assist you.

**For all applicants**

- All applicants will visit campus and parent(s)/guardian(s) will interview as part of the admission process. This interview is an opportunity for the family to ask questions and learn more about Pingry. We look forward to the conversation!
- Recommendation forms are available online. All recommendation forms must be submitted directly to Pingry by the recommender/school.
- Current year teacher recommendation forms should be submitted to the teacher *after December 1 of the current school year*.
- Transcript/Report Card Request form must be submitted directly to Pingry by the applicant's school.

It is the applicant/prospective family's responsibility to follow up with the Admission Office in a timely manner regarding the status of the applicant's file, keeping in mind the deadlines for documentation. If the file is incomplete, it is the responsibility of the family to contact the school/teacher regarding the missing items.

**For applicants to Grades K-5**

**December 19, 2018:** Admission Application and application fee of \$75 should be received. Since part of the application process is a visit by the student, we encourage you to submit your application as early as possible. We can only accommodate a certain number of students per day and our calendar fills up quickly. Upon receipt of the Admission Application, the Admission Office will contact you to schedule the class visit and parent/guardian interview.

**January 21, 2019:** Supporting documentation must be received.

**Grade-specific requirements:***Kindergarten*

- Group Visitation form: submit with the Admission Application.
- Teacher Recommendation form: submit to the applicant's current teacher after December 1.
- One-on-one evaluation: the Admission Office will contact you to schedule upon receipt of the Admission Application.
- Transcript/Report Card Request form: submit to the applicant's school after December 1.

*Grade 1*

- Group Visitation form: submit with the Admission Application.
- Teacher Recommendation form: submit to the applicant's current teacher after December 1.
- Transcript/Report Card Request form: submit to the applicant's school after December 1.

*Grades 2-5*

- Teacher Recommendation forms: submit to the applicant's previous and current year teacher after December 1.
- Transcript/Report Card Request form: submit to the applicant's school after December 1.
- Visit Day: the Admission Office will contact you to schedule upon receipt of the Admission Application.
- Applicants to Grades 2-5 only – Testing Information form: submit with the Admission Application (test results will be shared with other schools upon written request).

**Second week of March, 2019:** Parent(s)/Guardian(s) of Applicants to Kindergarten, Grades 2 and 4 will be informed of the Admission Committee decision by letter.

**Mid-April, 2019:** Parent(s)/Guardian(s) of Applicants to Grades 1, 3, and 5 will be informed of the Admission Committee decision by letter.

**For applicants to Grades 6-11**

**January 2, 2019:** Admission Application, Questionnaire for Applicant, Activities Questionnaire, and application fee of \$75 should be received. Since part of the application process is a visit by the student, we encourage you to submit your application as early as possible. We can only accommodate a certain number of students per day and our calendar fills up quickly.

**January 21, 2019:** Testing results, three recommendation forms, and transcript/report card must be received.

*Testing*

Complete one of the following standardized tests between September 2018 and January 21, 2019:

- Independent School Entrance Exam (ISEE)
- Secondary School Admission Test (SSAT)
- Education Records Bureau's (ERB) CTP 4

*Three Recommendations*

- Submit one Teacher Recommendation form to a current humanities teacher (English, language arts, writing, or history) after December 1.
- Submit the other Teacher Recommendation form to a current math teacher after December 1.
- Submit the Extracurricular Recommendation form to an adult who has worked with the applicant in an activity or special interest they enjoy outside of the classroom.

*Transcript*

Submit the Transcript/Report Card Request form to the applicant's school.

**February 1, 2019:** Visit day and student and parent/guardian interviews should be completed. Upon receipt of the Admission Application, Applicant Questionnaires and application fee, the Admission Office will contact you to schedule the visit and interviews. In most cases, applicants will spend the day on campus and the student and parent/guardian interviews will occur on a separate day.

**Second week of March, 2019:** Parent(s)/Guardian(s) of Applicants to Grades 6 and 9 will be informed of the Admission Committee decision by letter.

**Mid-April, 2019:** Parent(s)/Guardian(s) of Applicants to Grades 7, 8, 10, and 11 will be informed of the Admission Committee decision by letter.