

# Upper School Application Checklist

GRADES 9-12 • APPLICATION DUE FEBRUARY 1, 2021

All items marked with an asterisk (\*) are required

## GET TO KNOW US

☐ **CREATE AN APPLICATION PORTAL ACCOUNT \***

by completing an inquiry form ([catlin.edu/inquiryform](https://catlin.edu/inquiryform)).

☐ **REGISTER FOR A VIRTUAL EVENT**

There are several opportunities to get to know our programs and community.

☐ **CONNECT WITH CATLIN: OCTOBER OPEN HOUSE EVENTS**

See event details at [catlin.edu/openhouse](https://catlin.edu/openhouse)

☐ **UPPER SCHOOL INFORMATION SESSIONS**

Wednesday, December 2, 2020, 8:15-9:30 a.m.

-OR-

Tuesday, January 12, 2021, 6-7:15 p.m.

☐ **PALMA SCHOLARS PROGRAM INFORMATION SESSION**

Tuesday, December 8, 2020, 8-10 a.m.

☐ **EXPLORE CAMPUS**

☐ **TAKE A SELF-GUIDED TOUR USING OUR CAMPUS MAP**

See interactive map at [catlin.edu/map](https://catlin.edu/map)

☐ **REGISTER FOR A GUIDED VIRTUAL TOUR**

Led by a student, followed by a conversation with an admission director  
(available on select dates; advanced registration is required)

## APPLICATION PROCESS

Except for registering for an admission test, all of the steps below are completed through your admission portal account ([catlin.edu/admission-portal](https://catlin.edu/admission-portal)).

☐ **PAY APPLICATION FEE \***

\$75 non-refundable application fee; 50% discount if application is received on or before Dec. 17, 2020.

We will waive the application fee for those who applied to Catlin Gabel for '20-21 and who re-apply for '21-22 by the Early Eagle deadline of Dec. 17, 2020. Visit the admission portal to start your 2021-22 application.

☐ **SUBMIT ONLINE FORMS \***

☐ **FAMILY INFORMATION FORMS**

☐ **QUESTIONS FOR PARENTS/GUARDIANS FORM**

☐ **QUESTIONS FOR STUDENTS**

☐ **UPLOAD STUDENT WRITING SAMPLE \***

☐ **SEND TEACHER EVALUATION FORMS AFTER NOVEMBER 1 \***

to current math and English teachers



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## APPLICATION PROCESS (continued)

### ☐ REQUEST SCHOOL RECORDS \*

- ☐ CURRENT SCHOOL YEAR (2020-21)
- ☐ PREVIOUS TWO YEARS (2019-20, 2018-19)

### ☐ STUDENT VISIT \*

- ☐ Complete required items in the Candidate Profile section of the application at least one week prior to classroom observations and demo-class/team challenge activities
- ☐ Register for (virtual) half-day classroom observations
- ☐ Register for two-hour (virtual) demo-class and team challenge activities

### ☐ REGISTER FOR AN ADMISSION TEST \*

SSAT or alternative admission test ([catlin.edu/admission-testing](http://catlin.edu/admission-testing))

## FINANCIAL ASSISTANCE (for families interested in financial assistance)

### ☐ FINANCIAL ASSISTANCE INFORMATION SESSIONS

Registration for both of these events opens in November.

December 2, 2020, 8:30-10a.m.  
-OR-  
January 13, 2021, 6:30-8p.m.

### ☐ FINANCIAL ASSISTANCE APPLICATION IS DUE JANUARY 21, 2021

- ☐ PARENT FINANCIAL STATEMENT (PFS)  
at [solutionsbyss.com/parents](http://solutionsbyss.com/parents)
- ☐ FEDERAL RETURNS (2018, 2019)  
with income/loss schedules
- ☐ W2 (2018, 2019) (if applicable)

For more information on financial assistance visit [catlin.edu/affording](http://catlin.edu/affording)

## ADMISSION & FINANCIAL ASSISTANCE DECISIONS will be emailed on March 5, 2021

### HAVE QUESTIONS?

Contact: Mary Braun  
Director of Middle & Upper School Enrollment  
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