



## ADMISSIONS PROCEDURES

The following is a basic outline of Yeshiva of Greater Washington-Tiferes Gedaliah's [YGW] admissions process. The exact sequence of the steps may vary, depending on the time of year and the options available for an interview at a mutually convenient time.

1. A parent calls the office, or makes an inquiry through the YGW website, for information about YGW and its suitability for their child. These calls are directed to the Enrollment and Communications Manager. Once a family expresses interest, the staff will not go more than 30 days without communicating with the family until they are enrolled or it is decided they are not enrolling.

The Enrollment and Communication Manager answers the parents' questions about the school and offers to send an information packet.

2. During the conversation, the Enrollment and Communications Manager starts a Registration Checklist form for the applicant which includes:
  - a. Name/address/phone numbers/email addresses;
  - b. Date of contact;
  - c. Projected grade of entry;
  - d. Current or most recent school;
  - e. Brief notes on any other information the parent offers.
3. Per the request of the parents, the information packet is mailed, noting the mailing date on the Registration Checklist form. When there are time constraints, however, we give the packet to the family at the interview. This packet includes at a minimum:
  - a. an Application for Admission;
  - b. a Tuition & Fee Schedule;
  - c. an Applicant Evaluation Form. (The evaluation form should be given to the student's current or most recent Limudei Kodesh principal for completion and returned directly to YGW.)
4. Some students, usually local or Baltimore, will ask to visit the school before deciding whether to apply. This visit entails spending all or part of a day attending classes with an assigned student "buddy." More rarely, parents may ask to sit in on a class or two and/or meet with one or more administrators, to help them decide if their child should apply.
5. When an application is received by YGW, the Enrollment and Communications Manager enters the applicant into the PowerSchool database.
6. The application goes to the appropriate academic coordinator in the given division, and if approved for consideration, they then contact the parents to set up an appointment for the interview. At that time, the coordinator reminds the parents of what they should bring to the interview: recent report cards and transcripts,

an IEP (if applicable), any educational or psychological testing reports and the application fee. At least one parent must accompany the student to the interview. The parent(s) will meet with the Menahel and other administrators.

7. When the interview date is set, the coordinator notifies the Enrollment and Communications manager and the Admissions Committee: currently the Menahel, the Director of General Studies Curriculum & Instruction, the General Studies Principal, the Assistant Principal, the Learning Specialist, as well as the School Counselor and/or Out-of-Town Student Program Manager.
8. The interview process takes about 2-3 hours. Each member of the Admissions Committee speaks with the student and fills out an Applicant Interview Form provided by the Communications and Enrollment Manager. No less than three members of the Admission Committee will evaluate each applicant. This form asks the interviewer to comment on his/her positive impressions, concerns, and recommendations regarding acceptance, including any conditions to be stipulated. After the interview, these forms are returned to the Enrollment and Communications Manager to file in the student's folder, for the Menahel to review at his convenience.
9. In addition to the actual interviews, the student takes several placement tests: English, Math, Hebrew language and a brief opinion-based essay from a choice of 5 topics. Tests are reviewed by the General Studies Principal and/or department heads. Limudei Kodesh tests are administered by the Menahel and or his designate.
10. The student's records are reviewed and references are contacted by appropriate members of the committee. Final acceptance is contingent upon receiving this information, which is shared with the committee.
11. The Menahel, after discussing the pros and cons with the Admissions Committee, makes a decision on whether or not to accept the student and what conditions, if any, should be stipulated for their enrollment. However, if the Menahel is inclined to accept the student, but there are two or more of the Applicant Interview Forms from the Admissions Committee that recommend "not to accept" the student, the Headmaster is consulted in the process.
12. For out-of-town applicants, the Menahel will present to the Headmaster and the Enrollment Review Committee of the Rabbinic Governance Board a packet on each potential student with their written recommendation of acceptance.
  - a. The Menahel will review his recommendations with the Headmaster, who will sign off on each student that moves forward.
  - b. The Menahel will present to the Enrollment Review Committee a packet of each potential student with his written recommendation of acceptance. The packet will include the following list of documents modified to remove the student's name and other identifying information
    - i. Signed recommendation by the Menahel
    - ii. Registration Checklist
    - iii. Application Form
    - iv. Applicant Evaluation/References filled out by previous school(s)
    - v. Previous School transcript/Report cards
    - vi. Results of the placement tests and any YGW academic evaluations

- vii. Applicant Interview Form from each member of the Admissions Committee
    - viii. IEP (if relevant)
    - ix. Psychological reference (if relevant)
  - c. The Enrollment Review Committee will ask questions about the list of proposed students to ensure that the approved process was followed and that each student meets the criteria for admissions.
  - d. The Enrollment Review Committee will:
    - i. Confirm admission
    - ii. Request additional information
    - iii. Veto acceptance.
  - e. The approved packets will reflect the vote of each member of the Enrollment Review Committee and be kept on file with the Office of Enrollment. The approval is conditional on finding suitable housing and will be communicated to the family as such.
13. The Menahel relays the decision to the Enrollment and Communications Manager and the Admissions Committee.
- a. If the student is not accepted, the Menahel will communicate appropriately with the family, including a letter to the parents.
  - b. If the student is accepted, the Enrollment and Communications Manager contacts the parents and prepares a financial packet, with an official acceptance letter, a letter detailing the enrollment process and other materials (calendar, summer reading list, etc.) that are pertinent to the time frame.
  - c. The acceptance letter may include specific stipulations, such as continued tutoring, as conditions of the student's enrollment. If the student's acceptance is conditional, the student and their parent are asked to sign a form acknowledging their acceptance of the conditions stipulated.
14. If the student is coming from out-of-town as a boarder, their acceptance is conditional on YGW finding suitable housing and will be communicated to the family as such. YGW will place them with a suitable "host family" per the YGW Out-of-Town Housing Procedure. The Out-of-Town Student Program Manager, recruits the host families and the Menahel assigns the placements. When housing is found, final acceptance will be sent to the family.
15. To enroll their child, the parent must complete the necessary forms [registration and financial] and return them to the Enrollment and Communications Manager within the time prescribed.
16. If a student requires tuition assistance, the parents may fill out a Financial Aid Application, which will be reviewed by the Tuition Assistance Committee (TAC). Members of the Admissions Committee have no authority to make financial arrangements on behalf of YGW. Extenuating financial circumstances may be brought to the Headmaster's attention, but any exceptions to the standard TAC process needs to be documented with an explanation of facts and signed off by either the TAC or the Executive Committee of the Board. Parents must come to a written agreement with YGW on a payment plan in order to complete enrollment and begin attending classes.

Definition of Terms:

*Admissions Committee* – the committee of staff members for each division who evaluate the suitability of applicants. Currently it is comprised of the Menahel, the General Studies Principal, the Assistant Principal, the Learning Specialist, as well as the School Counselor and/or Out-of-Town Student Program Manager as appropriate.

*Enrollment Review Committee* – A committee made up of three members or designates of the Rabbinic Governance Board, who receive no financial benefits from the school, review the recommendations for admittance of Out-of-Town students made by the Menahel and the Admissions Committee.

*Registration Checklist* – The document used to track the status of an applicant by the Enrollment and Communications Manager.

*Applicant Evaluation Form* – The form required to be completed by an applicant's previous school(s) to be used as a reference check.

*Applicant Interview Form* – The internal form used by member of the Admissions Committee to document their admissions recommendation for each applicant.

*IEP* – Individualized Education Plan