



## Application Checklist

- Explore the PBS website** to get to know the school. Check out [www.phillipsbrooks.org/10things](http://www.phillipsbrooks.org/10things) as a start.
- Submit an inquiry** at [www.phillipsbrooks.org/inquire](http://www.phillipsbrooks.org/inquire) to create your Application Portal account.
- Register for a **Virtual Open House Tour** on the Application Portal.
- Schedule a **Virtual Parent Interview** by calling the Admission Office. *Schedule this for sometime **after** your tour!*
- Submit the online **Preliminary Application** and the **\$100 application fee**. *Fee waivers available if needed.*
- Complete the **Parent/Guardian Statement** on the Application Portal.
- Complete and submit the **Shared Kindergarten Assessment** videos. *More information will be available on December 1.*
- Stay tuned for more information about the **upper-grade applicant visit** (*Grades 1-5 only*)
- Sign up for a **virtual playgroup** (PS, PK, and K only)
- Delegate **teacher recommendation forms** to your child's teacher(s) on the Application Portal.
- Request school records** (if applicable) using the form available on the Application Portal.
- Apply for **Financial Aid** (optional). Details at [www.phillipsbrooks.org/finaid](http://www.phillipsbrooks.org/finaid).

## 2020–2021 Key Dates

### January 8

Application Deadline

### January 28

Financial Aid Applications and Teacher Recommendations Due

### February 14

Financial Aid Tax Documentation Due

### February 25

PBS Information Night (virtual)

### March 18

Decision Emails Sent

### March 25

Enrollment Contracts Due

## Applicant Playgroups

### January 16 & February 6

Kindergarten Playgroups

### January 23 & February 27

ELC Playgroups

We look forward to getting to know you! If you have any questions at any time, please contact the **Admission Office** by email at [admission@phillipsbrooks.org](mailto:admission@phillipsbrooks.org) or by phone at **650-854-4545 x137**.