

Upper School Admissions Applicant Checklist Grades 9–12

Please note that the last possible date for all materials to be received is **January 6, 2022**.

To begin the application process:

- Create an account with Ravenna Solutions at nuevaschool.org/admissions
- Attend a Upper School Virtual Guided Tour (optional)
- Attend a Upper School Virtual Program Preview (optional)
- Complete and submit Part I of the Application
- Schedule Virtual Student Interview
- Complete and submit Part II of the Application
- Schedule a Virtual Parent/Guardian Interview
- Schedule Student Activity Session
- Complete Joint Writing Virtual Assessment
- Complete and submit Part III of the Application by January 6, 2022

Through Ravenna Solutions, delegate to the student's current school faculty/administrators:

- Official Transcript Release and Confidentiality Form
- Current English Teacher Recommendation Form
- Current Mathematics Teacher Recommendation Form
- Current Principal or Counselor Recommendation Form
- Nueva Confidential Student Evaluation Form (Grades 9-12)

If applying for financial awards:

- File your completed Parents' Financial Statement (PFS) directly with School and Student Services (SSS) at solutionsbysss.com/parents, as well as with the Admissions Office by **January 7, 2022**.
- Upload all remaining tax forms and financial documents to SSS by February 4, 2022, including:
 - 2021 Federal Tax Return including all forms and schedules
 - 2020 Federal Tax Return including all forms and schedules
 - All 2021 W-2 and 1099 forms
 - November and December pay-stubs for each wage earning parent or guardian
 - IRS Form 4506, signed and dated
 - If desired, you may submit a written explanation of your circumstances to the Admissions Office by February 4, 2022.



If you have any questions, please do not hesitate to contact the Nueva Admissions Office at 650-350-4528 or by email at admissions@nuevaschool.org.