

# Admissions Checklist



Each piece in an application helps us understand how your student will grow and thrive at ISI. The checklist is a tool to ensure essential tasks are completed.

## Schedule a Visit

While not required, all prospective students and families are encouraged to schedule a visit to learn more about why ISI is the most distinct institution in the Midwest! Visits may be scheduled at [isind.org/admissions/visit](http://isind.org/admissions/visit) and may be held in-person or virtually.

## Complete the Application for Admission

**All students:** All candidates must complete the Application for Admission online at [isind.org/admissions/apply](http://isind.org/admissions/apply).

The ISI application system will guide you through the process, create an account for your student, and collect the \$50 application fee.

## Submit School Records

**Pre-Elementary (3yo-Kindergarten):** Not required.

**All other students:** School records should be requested, and sent directly from the student's current school. Transcripts for the previous year and first semester of the current year, attendance records, teachers' comments, and standardized testing results should be included, as well as any 504 Plans or Individual Education Plans.

## Complete Recommendation Forms

**Pre-Elementary (3yo-Kindergarten) & Elementary (Grades 1-5):** One (1) Recommendation Form, to be completed by a current early childhood educator, care provider, or teacher.

**Middle and High School:** Two (2) Recommendation Forms, to be completed by current or immediately past teachers.

Recommendation Forms may be requested via International School of Indiana's application system, or sent directly from the recommender to [admissions@isind.org](mailto:admissions@isind.org) for attachment to your student's application (forms at [isind.org/admissions/apply](http://isind.org/admissions/apply)).

## Schedule & Attend a Shadow Visit

**Pre-Elementary (3yo-Kindergarten) & Elementary Grade 1:** Students attend a Pre-Entry Visit, a 45-minute play-based assessment to confirm fit & readiness.

**All other students:** Prospective students shadow current students for a full day.

Shadow Visits may be scheduled directly with the Office of Admissions ([admissions@isind.org](mailto:admissions@isind.org), 317-923-1951, ext.334) and may be held virtually or waived for international students.

## Schedule an Admissions Interview

**Pre-Elementary and Elementary:** Not required.

**Middle and High School:** Interviews are held to confirm fit & readiness and may be conducted in-person during Shadow Visits or virtually. For international students, admissions interviews are an opportunity to assess English proficiency as well.

## Submit Enrollment Contract & Checklist Items

Once admitted, students and families are encouraged to review tuition & fees, apply for financial aid (if eligible), and confirm enrollment by submitting their Enrollment Contract and completing their Enrollment Checklist. Congratulations, you're a Gryphon!

### Key Dates

#### NOVEMBER 1

Admissions Application Deadline  
Priority Status

#### NOVEMBER 15

Upper School Scholarship  
Application Deadline  
Priority Status

#### DECEMBER 15

Admissions Decision Notification  
Priority Status

#### JANUARY 15

Financial Aid (SSS) Deadline  
Priority Status

#### FEBRUARY 1

Financial Aid Notification  
Priority Status

#### MARCH 1

Enrollment Contract Deadline  
Priority Status Enrollment Deposit  
Due

*\* Applications will be reviewed and decisions will be released on a rolling basis for both admissions and financial aid if completed after the priority status deadlines.*