

Application Checklist

Access the Kirby Portal at kirby.myschoolapp.com. Your email address will be your login name. Below are the required materials for completing the admissions application. You will find all of these items listed in the application checklist when you log into the portal.

The Initial Application Form:

- Provide general student and family information for all households
- Upload a student photo
- Submit the application fee via the portal

The Parent Statement: The form is located under the checklist section of the Admissions Progress page in the portal. Click the "Fill Out" button next to this step to get started.

The Student Statement: Copy included in this packet or available for download in the Kirby Portal. *Please print this form and have the student complete it by hand.* Scan the completed statement, and upload it into the portal in the Student Statement area of your checklist. You may also send the completed statement to the Admissions Office via email.

Request Teacher Recommendation Forms: Teachers fill out our specific recommendation forms. Send recommendation form requests to teachers directly in the portal via email. Recommendations should come from your student's most recent teachers including:

- English Teacher Recommendation (required)
- Mathematics Teacher Recommendation (required)
- Principal or Counselor Recommendation (required)
- Additional Recommendation (optional)

Submit Academic Records:

- Print and fill out the **Academic Records Request form** (provided in this packet) and submit it to your school's office. This gives your school permission to send over academic records to us. If your student has an **IEP/504 plan/psychoeducational testing** report, you may include those along with the academic records.

Interview and Writing Assessment: We will contact you to set up an interview and writing assessment for your student, once the majority of the application materials are in. The interview is on campus with the Admissions Director and takes about 45 minutes.

Admissions Decision Notification: Decisions are communicated via email on our Admissions Decision Release Date of March 14, 2025. Students applying after this date will be notified on a rolling basis once the application process is complete.

Admissions Calendar Important Dates

December 1, 2024 Financial Aid for School Tuition Assistance Application

The FAST application opens on our website on this date. Completed 2024 tax returns are required to finalize the Tuition Assistance application.

February 6, 2025 Priority Admissions Application Deadline

Priority consideration for admission is given to students who complete the Admissions Application by this date. Families applying for Tuition Assistance must have their Admissions Application completed by this date to receive priority consideration for Tuition Assistance. After this date we offer rolling admissions based on available space.

February 13, 2025 Tuition Assistance Priority Application Deadline

Tuition Assistance Applications must be submitted to FAST by this date for priority consideration. Completed 2024 tax returns are required to finalize the Tuition Assistance application for priority consideration. Families interested in applying for Tuition Assistance after this date may apply and be put on our waiting list to see if additional funds become available.

March 14, 2025 Admissions Decision & Tuition Assistance Release Date

Admissions decisions and qualification for Tuition Assistance are communicated via email. Students must have completed the entire Admissions Application process and the Tuition Assistance application by the above deadlines to be notified on this date. Completed 2024 tax returns must be submitted to FAST to finalize the Tuition Assistance qualification process. Students applying after this date will be notified on a rolling basis.

Tuition and Fees

2024-2025 Annual Tuition*

- Grades 6 & 7: \$40,500
- Grads 8 through 12: \$46,900
- International Tuition: \$52,300

*2025-26 tuition will be announced by our Board of Trustees in January 2025 via our website.

Application Fee:

\$75 - Due with the Domestic Admissions Application paid via the application portal

\$200 - Due with the International Admissions Application paid via wire transfer

New Student Enrollment Fee: \$1,000

Accepted students will receive an enrollment contract. This one-time fee is due with the signed contract. This fee is waived for families receiving Tuition Assistance.

Non-refundable Tuition Deposit: A deposit of 10% of the total tuition amount owed will be applied towards your annual tuition, and is due with the signed contract.

Additional School Fees: In addition to tuition, families pay for textbooks, athletics participation fees, school lunch, airfare for class retreats, certain field trips, and external exam fees (AP/SAT/PSAT).

STUDENT STATEMENT

APPLICANT'S NAME: _____ **APPLYING TO GRADE:** _____

GETTING TO KNOW YOU

Please complete your responses *in your own handwriting* (use extra paper if necessary.) Once complete, you may photograph or scan all pages, upload them to your computer, and then upload them to your Blackbaud applicant profile. As another option for submission, you may send hard copies or digital copies to the admissions office and we will upload them to your Blackbaud profile for you.

1. Please complete the following phrases. Be creative and have fun!

I am happiest when...

I want to go to Kirby because...

I am most proud of...

My biggest dream is...

2. What activities have you been involved in over the past few years? Describe specifics, the capacity in which you were involved, and the length of time of your involvement. We realize



every person is different, with varied interests and talents. You do not have to answer a question if it does not apply to you, and you may use an extra piece of paper to expand on your answers if necessary.

Arts (drama, music, dance, visual, etc.):

Sports:

School leadership positions or clubs:

Community service/Jobs (paid or volunteer):

Interesting projects, hobbies, or creations:

3. Is there anything else you would like us to know about you?



ACADEMIC RECORDS REQUEST

TO PARENTS/GUARDIANS:

Please provide copies of your student's academic records for the last **two academic years**. Complete and sign this form *and give it to your child's current school*. The school should send the documents directly to Kirby.

Student Name: _____ **Date of Birth:** _____

Parent Authorization Signature for Release of Records _____ Date _____

TO THE SCHOOL REGISTRAR:

This student is applying to Kirby School for an upcoming semester or school year, and is not yet enrolled. Please DO NOT send cumulative files. Please send the following:

Current Elementary and Middle School Students

- A school transcript or report cards or progress reports which include all ending grades and attendance **for the past two years and attendance/available grades for the current year**
- Aptitude and/or achievement tests for this year and last year

Current High School Students

- A copy of the student's transcript and report cards or progress reports which include all ending grades and attendance for courses taken **the past two years and attendance/available grades for the current year**
- Aptitude and/or achievement tests for this year and last year

MAIL/EMAIL MATERIALS TO:

Emily Lamoureux, Director of Admissions
425 Encinal Street, Santa Cruz, CA 95060
admissions@kirby.org