

## NEXT STEPS IN THE ADMISSION PROCESS

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### Submit an Application

Online applications are available on our website: [www.stanleybps.org/admission](http://www.stanleybps.org/admission). Paper applications are available from the Admission Office by calling 303-261-1792 or by emailing us at [admission@stanleybps.org](mailto:admission@stanleybps.org). Submit the completed application and a \$100 non-refundable fee by January 15. Families applying for financial aid pay a reduced application fee of \$25. The application deadline for siblings of current Stanley families is November 1.

### Apply for Financial Aid

Financial aid applications are available online through our website: [www.stanleybps.org/financialaid](http://www.stanleybps.org/financialaid). For families new to Stanley, financial aid applications are due on January 15. The deadline for current families is December 1.

### Complete Recommendation Forms

All release and recommendation forms should be filled out by the appropriate person and submitted no later than January 31. All forms can be found in your Finals site account, or by contacting the Admission Office at 303-261-1792 or [admission@stanleybps.org](mailto:admission@stanleybps.org). You will send the recommendation forms directly to the appropriate recipient through your portal and check the status of your teacher recommendations by going to your Finals site account. We will contact you if anything is missing from your application.

### Plan a Student Visit

Required student visits take place in the fall and winter and are scheduled after parents/guardians have made the initial visit and Stanley has received the completed application. After your application has been received, you will be able to log onto your portal in Finals site and schedule your student's visit.

#### Student Visits by Grade:

- Grades PK-2: Applicants will be in a small group participating in age-appropriate activities and an informal developmental assessment.
- Grades 3-5: Applicants will spend the day (8:15 a.m. - 2:15 p.m.) participating in age-appropriate activities in our 3-4-5 classrooms. Grade-appropriate academic skills assessments will be given.
- Grades 6-7: Visitation will be from 8:20 a.m. - 2:15 p.m. allowing us to get to know your student and, in turn, for them to learn more about our school. Grade-appropriate academic skills assessments will be given.

#### What to Bring:

- Students applying for grades 3 - 7 should bring a water bottle, snack and a book that they are currently reading. They may bring a lunch or enjoy lunch (vegetarian, GF and DF options available) in the cafeteria as our guest.

If, after the visit, Stanley needs additional information or testing is required for us to determine if the school is an appropriate match for the applicant, we will contact you.

### Schedule a Parent/Guardian Follow-up Conference

The parent/guardian interview is a short conference (lasting approximately 20 minutes) with a member of our Admission Team. The purpose of this meeting is to get to know your family better and to answer any final questions regarding your student's application. You can schedule your interview through your Finals site portal. Please ensure it is following your student's visit.

### Receive Notification of Admission Decision

Stanley BPS is accredited by the Association of Colorado Independent Schools (ACIS) and in accordance with the ACIS notification guidelines, Stanley admission decisions will be emailed at 4 PM on the following dates:

#### 2025-2026 ACIS NOTIFICATION DATES

Grades 6 and 7:	February 20, 2026
Grades Pre-Kindergarten to 5:	February 27, 2026

Stanley British Primary School works to achieve a balanced enrollment of gender, among age groups by classrooms, and a cross-section of learning styles, personalities, abilities, and diverse backgrounds.

**Thank you for your interest in Stanley British Primary School.**