

Application Checklist

Below are the required materials for completing the admissions application. Complete all materials in the Kirby Portal at kirby.myschoolapp.com. Your *email address* will be your login name. These items are also listed in the Admissions Progress page checklist when you log into the portal.

The Initial Application Form:

- Provide general student and family information *for all households* that have custodial rights
- Upload a student photo
- Submit the \$75 application fee via the portal to complete the application form

The Parent Statement: To be completed by a parent or guardian. When logged into the portal, click the "Fill Out" button next to this step in the Admissions Progress page checklist.

The Student Statement: To be completed by *the student*. When logged into the portal, click the "Fill Out" button next to this step in the Admissions Progress page checklist.

Request Teacher Recommendation Forms: Your student's *most recent* teachers fill out our unique recommendation forms. See the corresponding step in the Admissions Progress page checklist to send requests to teachers using their email addresses.

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

Submit Academic Records: You will need to give your student's school permission to send us academic records to complete the admissions application materials.

- Print and fill out the **Academic Records Request form** (see page 2) and submit it to your school's office. If your student has an **IEP/504 plan/psychoeducational testing** report, you may include those along with the academic records if you wish to share this information.

Interview and Writing Assessment: We will set up an interview and writing assessment for your student once the application materials are complete. The student interview is on campus one-on-one with the Admissions Director and takes about 45 minutes. This is the final step in completing the admissions application process.

Submit the Tiered Tuition Application: Complete within the Clarity portal if you wish to apply for Tiered Tuition. Families upload tax returns and financial statements. Complete the Admissions Application and the Clarity application by our **Priority Deadline February 5, 2026** to receive priority consideration.

Admissions Decision Notification: Admissions decisions and Tiered Tuition results are communicated via email on **March 13, 2026** *for families who have completed the Admissions Application and Clarity application by February 5, 2026*. Students who wish to apply *after* the priority deadline are considered on a rolling basis dependent on remaining spots available in the grade of interest.



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 will send the documents directly to Kirby's Admissions Office.

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

Parent 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. Submitting Academic Records allows the student to complete the admissions application process. We appreciate your help!

Please **DO NOT** send cumulative files. Please send only the following materials:

- A school transcript, report cards or progress reports for the past *two* years including the current school year
- Attendance for the past *two* years including the current school year
- Aptitude and/or achievement tests for this year and last year

MAIL/EMAIL MATERIALS TO (*PDF files preferred*):

Kirby School Admissions Office
425 Encinal Street, Santa Cruz, CA 95060
admissions@kirby.org