**Applying to Private Schools Checklist**

* Determine if school will be a good fit
	+ Do youth meet the criteria?
	+ Will the culture be supportive?
	+ Does the location or transportation present any barriers?
* Arrange a visit to the school
	+ Attend open house or arrange student visits during the day
* Determine if youth and family are committed to applying
* Fill out FOTC commitment to apply form that will be shared with the organization so we can use our networks to inform school contacts who from FOTC will be applying. FOTC can also help with application fees.
* Document all steps and deadlines necessary in the application process (use template provided)
* Discuss timeline with family
* Check-in on progress towards completing application, placement tests, and financial aid
* Confirm acceptance to school and financial package
* If there is still an existing gap in funding after scholarships and financial aid, notify development to see if there may be any donor support possible (There is no assurance, please make sure families know this is not a given)
	+ If addition funding is secured, make sure youth writes a thank you note.
* Help youth prepare for school
* Connect with admin., teachers, counselors at the school to let them know of your involvement and ability to support the transition into the school.

**Commitment to Apply to Private High School**

**Youth Name**:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Friend Name**:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Schools I will be applying to:**

1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Please complete before submitting form:**

* I have researched the school and meet all of their application criteria.
* I have visited the school and feel like it is a good fit for me.
* If accepted, I will be able to attend regularly (transportation and location are feasible)
* I have downloaded the FOTC application checklist.
* I am aware of all steps and deadlines necessary to apply.

**Why do you want to attend this school?**

**If there is no fee waiver, what is the application fee?**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*(this form must be completed before FOTC can pay for the application fee)*

*Youth Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_*

*Friend Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_*

**Important Application Activities and Deadlines**

School Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |
| --- | --- | --- |
| **Activity** | **Notes on Activity** | **Deadlines** |
| School Open Houses |  |  |
| Scheduled school visit |  |  |
| Placement tests |  |  |
| Application |  |  |
| Release of Records |  |  |
| Recommendations |  |  |
| Financial Aid |  |  |
| Registration |  |  |
| Enrollment Fee |  |  |
| Other: |  |  |
| Other: |  |  |