



800 Sycamore Street

Westfield, IN 46074

Tel: (317) 867-0158

montessoriwestfield@gmail.com

Admissions Process

Thank you for considering Montessori School of Westfield for your child's education. We understand that selecting a school for your child is one of the most important decisions you can make. Enrolling families, not just students, is our goal and we are happy to guide you through the admissions process and answer any questions you may have. Please do understand that the Montessori method and curriculum are based on a **three-year cycle** (two-year cycle for middle school) and parents are strongly encouraged to make a three-year commitment when choosing to enroll their child.

1. Schedule a Tour & Classroom Observation

This is an opportunity to see the beautiful classrooms and observe the teachers and students in action. We strive to answer all parent questions. Tours are typically available:

Monday – Thursday, by appointment (please call the office to schedule)

Friday – open tours, from 9-11a.m.

2. Submit Application

There is a non-refundable fee of \$50. Children's House applicants must be toilet trained to be considered.

3. Records Release

Please complete a **Request for Records** form and submit it to your child's present school.

4. Student Classroom Visit

A shadow visit will be arranged with the appropriate classroom to give your child an opportunity to experience the environment and meet fellow students. We typically request:

Children's House – 1 full day

Elementary and Middle School – 2 full days

5. Admissions Review

The classroom lead teacher and administration will meet to review the application. Acceptance is based on consideration to the classroom community and students will be accepted until all openings are filled. Siblings of current students are given priority.

6. Notification

Families of students who are accepted will be notified by phone or email. Acceptance to elementary and middle school begins a one-month trial, at the end of which there will be a meeting with parents, teachers, and students (and administration) to review before moving forward.

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REQUEST FOR RECORDS

Parent's Instructions:

Please give this Request for Records Form to the front office at your child's current school after completing the information below:

Applicant's Name:

	Last	First
MI		

Birth Date: ___/___/___ Applying to Classroom: _____

<input type="checkbox"/> last 2 grade reports	<input type="checkbox"/> medical/health records
<input type="checkbox"/> most recent standardized test scores	<input type="checkbox"/> teacher evaluation form(s)
<input type="checkbox"/> copies of any outside evaluations	<input type="checkbox"/> copy of IEP/504 (if applicable)

I authorized the release of the information mentioned above to Montessori School of Westfield.

[signature of parent/guardian]

[date]

Office's Instructions:

The above-named student has applied for admission to Montessori School of Westfield. Please send a copy of the above checked records, along with any applicable comments, directly to MSW.

Thank you for your assistance.

EMAIL TO: montessoriwestfield@gmail.com