

THE BENJAMIN SCHOOL

LOWER SCHOOL APPLICATION PROCEDURES CHECKLIST WOW (PK3) - Grade 5

The Admission Team members at The Benjamin School are happy to answer any questions about the admission process. Our goal is to make the admission process smooth and enjoyable. Applications for admission are reviewed by the Admission Committee when all documents have been received. Please don't hesitate to contact our office at (561) 472-3451.

□ APPLICATION FOR ADMISSION

Please complete the Admission Application online at www.thebenjaminschool.org; a \$100 application fee is required to process the application. **The deadline to submit your application is December 1. All accompanying documents must be submitted by January 15. Decisions will be emailed to parents on February 1.**

Once the application is submitted, parents can log into the BuLinks (parent portal) at any time to access the checklist, track application progress, and email recommendations directly to your child's school.

Age Requirements: Candidates applying to our WOW(PK3) program must be three years old by July 31 of the entry year and toilet-trained before school begins (no exceptions). Candidates applying to our pre-kindergarten and kindergarten must be four years old and five years old, respectively, by September 1 of the entry year.

□ CAMPUS TOURS, PARENT INTERVIEWS, ASSESSMENTS, AND ACADEMIC EVALUATIONS

Tour/Parent Interview: The application is not required to schedule a tour, however, the application must be submitted to schedule a tour and interview. Parent interviews are conducted on campus with a member of the Admission Team. Please contact the Admission Office (561) 472-3451 for scheduling.

WOW(PK3) Assessment: Applicants for the WOW program (PK3) will be scheduled for an on-campus observation that will take place on the Lower School campus in November, December, and January and are conducted by appointment only. **Academic**

Readiness Assessment: Candidates applying for Pre-K through Grade 5 will be scheduled for a grade-level readiness evaluation in the Admission Office. Lower School faculty members and the Admission team meet with applicants to assess their grade-level readiness, and testing is typically completed within 60 - 90 minutes.

□ **SCHOOL STATEMENT AND TEACHER RECOMMENDATION** - These two forms can be emailed directly to the school official and the teachers directly through BuLinks (parent portal) under admission progress/checklist in your child's profile via the BuLinks Portal (parent portal) under Admission Progress. For the School Statement form, please contact the school official (i.e. Students Services/School Counselor, Head of School/Principal, and for the Teacher Recommendations form, contact your child's teacher and ask if they would be willing and able to complete the form.

- **School Statement Grades PK - 5** to be completed by the applicant's **current** school Head/Principal/Director or school counselor
- **Teacher Recommendation WOW - 5** to be completed by the applicant's **current** teacher. o WOW and PK - These forms can be submitted by an activity instructor (i.e., swim or gymnastics) for applicants **not** enrolled in a preschool

□ CURRENT REPORT CARD AND TRANSCRIPT FORM

- **Current Report Card/Narrative report** – Please submit a copy of your child's report card or narrative report for the current school year and prior school year (if applicable).
- **Transcript Request Form** – This form (sent by a parent to current school) gives permission to your child's school to send an official copy of his/her transcript, including grades and standardized testing (when applicable)

□ COPY OF BIRTH CERTIFICATE

- Please submit a copy of your child's birth certificate - email to admission@thebenjaminschool.org or upload onto your child's profile in the BuLinks Parent Portal

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How to Request a Teacher Recommendation

Please log in to your BuLinks account (parent portal) and follow the steps below, you may also log in to BuLinks at any time to track application progress as well:

- 1) Select your child's name and go to Admission Progress checklist
- 2) For the **School Statement form**, please contact the school official (i.e. Students Services/School Counselor, or Head of School/Principal, and for the **Teacher Recommendations form**, contact your child's teacher and ask if they would be willing and able to complete the form. Select the recommendation form:
 - a) School Statement - PK to Grade 12 sent to the school counselor/student services, Head of School/Principal, Director or Vice Principal/Assistant Head of School
 - b) Teacher Recommendation - WOW (PK3) to Grade 5
 - c) Math & English teacher recommendation - Grades 6 -12
- 3) A new window will pop up: Enter the Teacher's name and email address and add any additional comments. **Tip:** *When the recipient receives the email notification, the link inside and the online submission page will be valid for **60 days**. This may differ from the deadline for your application. Please keep the earlier deadline in mind. If the earlier deadline is soon, remember to follow up with the person to ensure the earlier deadline is met.*
- 4) Once done you can preview the email, edit it, select *Back to Request Form* and enter your changes
- 5) Select *Send Request*. You can review the status of the request from the checklist
- 6) Once the teacher/school official completes the form, the form is automatically returned to the Admission office.
 - When the teacher submits the completed recommendation form, you will not be able to view the contents of the recommendation.
 - If the teacher declines to complete the recommendation, you can start a new request from your checklist
 - If you accidentally sent a request to the wrong individual or if you need to resend the request to the same individual because the person lost the email, you can resend the request from your checklist. ● PLEASE NOTE: recommendations request cannot be forwarded to another teacher once it's been sent to a specific person. Only the parent can resend/change the request to another teacher.

Please call our office at (561) 472-3451 should you have any issues with the process or have any questions regarding the admission process.