



Application Process

1. Contact the Kirby Admissions Office to Schedule a Campus Visit

Campus Tour: Want to see the Kirby campus in action? Schedule a tour with our Director of Admissions, Amy Hemmert. Observe our students and faculty engaged in meaningful work within a kind and supportive learning environment. Peek into our state-of-the-art science labs, recording studios, and art studios, complete with a 1950s-era printing press and an old-school dark room. See our dance studio, music rooms, the renowned Kirby café, and so much more.

Shadow Day: This is an ideal way to experience “a day in the life” at Kirby. We will pair your student with a hand-picked Kirby host who has similar interests. They will spend the day together, experiencing our dynamic classes, participating in campus life, and enjoying a house-made lunch in the Kirby Café.

Attend an Open House (Saturday, October 20, 2018 & Saturday, January 26, 2019 @1pm):

Explore our campus and chat informally with families and faculty to get “the inside scoop.” The Open House begins with an informal meet and greet, followed by an informative presentation, a Q & A session with Kirby students, a campus “Passport Tour,” and a closing reception. Experience the Kirby culture — collaborative, creative, and caring. Meet the Kirby support team: Deans, Counselors, and Director of Learning Services. Please RSVP to kirby.org/rsvp (RSVPs are appreciated but not required.)

2. Submit an Admissions Application

Application form with student photo and \$75 application fee

Student Statement

Parent Statement

3. Request documents from your current school

Send the following forms to your current school to request records and recommendations. The school or teacher will send them directly to Kirby. Recommendation forms must be filled out by a minimum of two different teachers. (Allow at least 2 weeks for delivery to Kirby.)

English Teacher Recommendation

Mathematics Teacher Recommendation

Principal or Counselor Recommendation

Records Request (for report cards, attendance, and test scores)

4. Interview and writing assessment

Once your application materials (including academic records and recommendations) have been received, we will contact you to schedule a student interview and writing assessment. This is the final step in the application process. Please allow approximately one hour for this visit. Kirby does not administer or require standardized entrance exams such as the SSAT or ISEE, but if you have these test results, please feel free to provide a copy.

5. Admissions notification

Admissions decisions are made on a rolling admissions basis. Notifications will be sent by mail as soon as your student’s application has been reviewed by the Admissions Committee.

Admissions Calendar

OPEN HOUSES:

For prospective students and parents

Saturday, October 20, 2018

Saturday, January 26, 2019

RSVP at kirby.org/rsvp



August 2018 to March 2019 - Shadow Season

Students visit Kirby for a full day, shadowing with a student host. Call the Admissions Office at (831)423-0658 x202 or email ahemmert@kirby.org to schedule your shadow experience.



February 1, 2019 - Priority Admissions Application Deadline

Priority is given to applications received by this date. Families applying for financial aid must have their Admissions Application submitted by this date.



February 15, 2019 - Financial Aid Application Deadline

Financial Aid Applications must be submitted to FAST by this date. Admissions Application must be submitted directly to Kirby and must be received by February 1, 2019.



April 27, 2019 - Kirby Kickoff

All newly-enrolled families are welcomed into the Kirby community at the annual Kirby Kickoff. Math assessments are given at this time. Priority course selection is available for all students who attend.



Rolling Admissions - Notifications

Applications are reviewed throughout the admissions season. Notifications are sent by mail as soon as the Admissions Committee has made a decision.



Tuition and Fees Schedule

Tuition and fees listed are for 2018-2019. Fees for 2019-2020 will be available in January 2019.

2018-2019 Annual Tuition

- **Grades 6 & 7:** \$27,500
- **Grades 8 through 12:** \$31,500

Application Fee: \$75 - Due with Admissions Application.

New Student Enrollment Fee: \$1000

Accepted students will receive an enrollment contract. This one-time fee is due with the signed contract.

Non-refundable Tuition Deposit: \$2,000

This deposit will be applied towards your annual tuition and is due with the signed contract.

Tuition Payments

- Payment(s) for the balance of tuition begins June 15, 2019.
- Families have the option of choosing an annual, semi-annual, or 10-month payment plan.
- A processing fee of \$300 or \$500 will be applied to the semi-annual or 10-month plan, respectively.
- All families on the semi-annual or 10-month plan are required to enroll in the tuition insurance program for an approximate cost of \$1000 for grades 6 and 7 and \$1100 for grades 8-12.
- Enrollment at Kirby represents a legally binding contractual agreement between the parents or guardians and the school. The obligation to pay tuition for the full academic year is unconditional. To cover any unforeseen circumstances, we encourage all families to participate in the tuition insurance program.
- Payments may be made by check, cash, or money order. We do not accept credit card payments.

Textbooks and Other Fees

- Textbooks and class materials are not included in tuition. Families purchase textbooks from outside suppliers from a book list provided by the School. Costs are approximately \$500 per year, depending upon the courses selected.
- Field Trips and Class Retreats: \$200 to \$1500, depending on grade level
- Suggested Parent Association Fee: \$35 per student
- Student ID/photo: \$20 to \$50 + tax

Financial Aid

The financial aid program supports our belief that a Kirby education should be made available to as many highly qualified students as possible and that maintaining an economically diverse student body is valuable to our education goals. Additional information is available in the application packet and on the school website at <http://kirby.org/admissions/tuition-financial-aid>.

Director of Admissions

Amy Hemmert

admissions@kirby.org

(831) 423-0658 x202



Financial Aid

The Kirby financial aid program supports the belief that maintaining an economically diverse student body is important to our school. Financial aid is provided in the form of a tuition reduction (and in the case of new students, the enrollment fee may be waived).

Guidelines

Each year the Board of Trustees establishes tuition, the overall budget for the school, and a budget for financial aid. The Financial Aid Committee evaluates applications and makes awards to as many qualified families as possible.

- Awards are made to students in good standing based upon financial need. Returning students and siblings are given priority consideration.
- To ensure objectivity, Kirby uses an outside service, Financial Aid for School Tuition (FAST) to evaluate applications. Using the FAST assessment and the other materials submitted, the Financial Aid Committee determines financial aid awards for individual families. Families are encouraged to apply in January, but should submit their application to FAST no later than **February 15, 2019**.
- New student families should complete an Admissions Application before submitting a Financial Aid Application; Financial Aid Applications are considered *only after* a new student has been accepted.
- The Admissions Application Deadline for students applying for Financial Aid is February 1, 2019.
- All families receiving financial aid must re-apply each year.
- In separated or divorced families, both parents and/or guardians must submit applications.

Application Steps

- Returning and new families submit the online application directly to FAST. The application is available starting **December 1, 2018**. To apply online, go to <https://www.ismfast.com/FastPage.php?id=5433c085bd60f427d04ce1af10d8751b>. If you have questions about the electronic submission process, **please review the information on the FAST website or call FAST directly at 877-326-FAST (877-326-3278)**.
- Families must mail a copy of both parents' or guardians' 2018 federal tax return(s) and all related schedules to FAST to complete the application.
- Families should also submit a cover letter **by February 15th, 2019** to the Kirby Financial Aid Committee outlining the reasons for applying and/or any unusual family or financial circumstances. This is an opportunity to help the committee understand more about each family's individual situation and need. Please send this letter to: Financial Aid Committee, c/o Laura Lucas, 425 Encinal Street, Santa Cruz, CA 95060.

Application Deadline

- Families may submit the FAST financial aid applications starting December 1, 2018. The deadline for submitting the Financial Aid Application to FAST and submitting the cover letter to Kirby is **February 15, 2019**. Completed 2018 tax returns are required. We understand that the February 15 deadline may be challenging. However, in order to make awards in late March, this deadline is important. Although late applications are accepted, funds may no longer be available.

Questions regarding the Kirby portion of the financial aid process may be directed to:

Laura Lucas, Director of Facilities and Events

(831) 423-0658 x 302

llucas@kirby.org



APPLICANT PHOTO
REQUIRED
(Attach here)

APPLICATION FOR ADMISSION GRADES 6-12

\$75 Application Fee Required (CHECK # ____)

Applying for Financial Aid

APPLICANT INFORMATION

Date: _____

STUDENT

FIRST MIDDLE LAST "GOES BY"

BIRTH DATE: _____ CURRENT GRADE: _____ APPLYING FOR GRADE: _____ GENDER: _____
MO/DAY/YEAR

ETHNIC ORIGIN (OPTIONAL) AFRICAN AMERICAN ASIAN AMERICAN CAUCASIAN LATINO/HISPANIC
 MIDDLE EASTERN MULTIRACIAL NATIVE AMERICAN OTHER _____

CURRENT SCHOOL NAME GRADES ATTENDED
ADDRESS, CITY, STATE, ZIP PHONE

PREVIOUS SCHOOL NAME GRADES ATTENDED
ADDRESS, CITY, STATE, ZIP PHONE

FAMILY INFORMATION

PARENTS:

SINGLE MARRIED DOMESTIC PARTNERS DIVORCED SEPARATED MOTHER DECEASED FATHER DECEASED

PARENT/GUARDIAN 1: GENDER: _____

PARENT/GUARDIAN 2: GENDER: _____

FULL NAME, INCLUDING TITLE (MR., MS., DR., ETC.)
GOES BY
STREET
CITY, STATE, ZIP
EMPLOYER & POSITION
()
HOME TELEPHONE
()
BUSINESS TELEPHONE
()
CELL PHONE
EMAIL ADDRESS

FULL NAME, INCLUDING TITLE (MR., MS., DR., ETC.)
GOES BY
STREET
CITY, STATE, ZIP
EMPLOYER & POSITION
()
HOME TELEPHONE
()
BUSINESS TELEPHONE
()
CELL PHONE
EMAIL ADDRESS



SIBLINGS:

NAME	BIRTHDATE	SCHOOL	GRADE
NAME	BIRTHDATE	SCHOOL	GRADE
NAME	BIRTHDATE	SCHOOL	GRADE

ADDITIONAL PARENTING ADULTS (STEP-PARENTS/GRANDPARENTS):

NAME	RELATIONSHIP	E-MAIL
	ADDRESS	PHONE
NAME	RELATIONSHIP	E-MAIL
	ADDRESS	PHONE

WHAT LANGUAGE IS MOST OFTEN SPOKEN AT HOME? _____

WHAT ADDITIONAL LANGUAGES ARE SPOKEN AT HOME? _____

HAS THE APPLICANT EVER BEEN DISMISSED, SUSPENDED, WITHDRAWN OR SUBJECT TO DISCIPLINARY ACTION FROM ANY SCHOOL?
IF YES, PROVIDE DETAILS. _____

Georgiana Bruce Kirby Preparatory School does not discriminate against any person on the basis of race, color, gender, sexual orientation, physical disability or national origin.

IMPORTANT: Without parent and student signatures, this application is not complete and cannot be processed.

We hereby authorize Georgiana Bruce Kirby Preparatory School to contact applicant's previous schools. All information received by the Admissions office will be kept confidential. We have carefully considered each question on the application and declare that all statements on this application, and the Student Statement and Parent Statement are true and complete to the best of our knowledge. Further, we understand that admission to or enrollment in Georgiana Bruce Kirby Preparatory School may be denied if any information is found to be incomplete or inaccurate.

PARENT/GUARDIAN SIGNATURE (in ink) (Printed Name) DATE

STUDENT SIGNATURE (in ink) (Printed Name) DATE



STUDENT STATEMENT

APPLICANT'S NAME: _____ APPLYING TO GRADE: _____

GETTING TO KNOW YOU

Your student statement is designed to help us get to know you. Please take time to think about these topics and complete them fully, *in your own handwriting*. (Use extra paper if necessary.)

1. Please complete the following phrases. Be creative and have fun!

I am happiest when... _____

I want to go to Kirby because... _____

I am most proud of... _____

My biggest dream is... _____



2. What activities have you been involved in over the past few years? Describe specifics, the capacity in which you were involved, and the length of time of your involvement. We realize every person is different, with varied interests and talents. You do not have to answer a question if it does not apply to you, and you may use an extra piece of paper to expand on your answers if necessary.

Arts (drama, music, dance, visual, etc.):

Sports:

School leadership positions or clubs:

Community service/Jobs (paid or volunteer):

Interesting projects, hobbies, or creations:

3. Is there anything else you would like us to know about you?



PARENT STATEMENT

APPLICANT'S NAME: _____ **APPLYING TO GRADE:** _____

Kirby School is a college preparatory school where students are encouraged to develop their academic, artistic, extracurricular, and leadership skills. We seek motivated learners who are interested and engaged in their school, their community, and the world around them. We appreciate your thoughtful and candid responses in completing this statement. The information provided will help us understand how we can best serve your child's needs.

1. Describe the situation in which your child learns best.

2. Tell us about your child's goals, special strengths, interests, talents or personal areas of creativity, including any honors, awards, or special recognition.

3. How do you think your child will handle a rigorous academic program?

4. What has been your child's biggest social or extracurricular challenge so far?



5. Are there any special physical, intellectual, emotional or familial needs that we should be aware of when considering your child for admission?

6. Is your child being served by, being considered for, or ever been tested for an exceptional, individual, or educational program or other service? No Yes (Check all that apply.)

- Gifted Student (GATE) Learning Difference Speech/Language 504 or IEP
 Psychotherapy Special or Educational Testing Educational Modifications Tutoring

Please provide additional information, including relevant dates.

7. Is your child currently taking any medications or are there any health issues that might impact your child's participation in school or require special services? No Yes (Please explain.)

8. How did you learn about our School? (Please check all that apply.)

- | | | |
|---|--|--|
| <input type="checkbox"/> Kirby Family | <input type="checkbox"/> Radio Ad | <input type="checkbox"/> Theater/Arts Program Ad |
| <input type="checkbox"/> Friend | <input type="checkbox"/> Newspaper Ad | <input type="checkbox"/> Kirby Open House |
| <input type="checkbox"/> Internet Search | | <input type="checkbox"/> Kirby Mailing |
| <input type="checkbox"/> Social Media | | <input type="checkbox"/> School Fair |
| <input type="checkbox"/> My child's teacher at _____ school | <input type="checkbox"/> Other (specify) _____ | |

I understand that education at Kirby is a partnership between the School, parents, and the student. In order to provide a successful school experience for my child, I confirm that the information in this statement is correct. If it is determined that information (including, but not limited to counseling, educational assessments, 504 or IEP plans, diagnostic or academic assessments) has been intentionally or inadvertently withheld, I understand that Kirby reserves the right to withdraw my child's acceptance or terminate placement.

Parent/Guardian Signature: _____ Date: _____

Printed Name: _____ Relationship to Applicant: _____



RECOMMENDATION FORM CURRENT ENGLISH TEACHER

TO THE APPLICANT: Please print your name and give this form to your current English teacher with a stamped envelope addressed to:

Kirby School
Admissions Office
425 Encinal Street
Santa Cruz, CA 95060

APPLICANT'S NAME: _____ **APPLYING TO GRADE:** _____

TO THE TEACHER: Kirby School is an independent, coeducational, college preparatory day school for grades 6 through 12. We offer a rigorous academic program within a small, supportive setting that provides a unique opportunity for learning. We seek students who reflect the diversity of our vibrant community and who will contribute their individual strengths, talents, perspectives, and experiences to our dynamic school.

This recommendation will remain confidential and will not become part of the student's permanent record. We sincerely appreciate your thoughtful and candid response.

Academic Qualities

	Poor	Fair	Average	Strong	Excellent	One of the Best Ever	Not Observed
Study Habits							
Attention Span							
Ability to Work Independently							
Ability to Organize and Communicate Ideas							
Motivation							
Intellectual Curiosity							
Critical and Abstract Thinking Skills							
Works at Appropriate Level for Grade							

Personal Qualities

	Poor	Fair	Average	Strong	Excellent	One of the Best Ever	Not Observed
Creativity							
Self-Confidence							
Leadership Potential							
Response to Criticism							
Response to Setbacks							
Respect for Others							
Empathy for Peers							
Personal Conduct							
Personal Integrity							
Ability to Act Independently							
Ability to Work Cooperatively							
General Level of Maturity							



1. Please describe this student's academic achievement, ability and effort.

2. Comment on this student's reading and writing skills, including any specific gifts or challenges.

3. Describe the circumstances or conditions under which this student learns best.

4. In this student's academic work, does he or she require prodding or additional supervision? Please elaborate.

5. Have absences, homework issues, or concentration in any way affected the student's classroom performance?

6. Comment on the student as a person. Consider maturity, integrity, behavior, relationships with peers/adults, and self-confidence.

7. Is there any additional information that can be better conveyed in a phone conversation? Yes No

Name: _____ Position: _____

(Please Print)

School: _____ Email: _____ School Phone: _____

Signature: _____ Date: _____

I recommend this student for admission to Kirby School:

	Not at All	With Reservation	Mildly	With Confidence	Enthusiastically
Academic Ability and Potential					
Character and Personal Integrity					
Overall					



RECOMMENDATION FORM

CURRENT MATHEMATICS TEACHER

TO THE APPLICANT: Please print your name and indicate which math courses you have completed and give this form to your current math teacher with a stamped envelope addressed to: Kirby School, Admissions Office, 425 Encinal Street, Santa Cruz, CA 95060.

APPLICANT'S NAME: _____ **APPLYING TO GRADE:** _____

Indicate the math courses completed, including the one you are currently enrolled in:

- Grade 5 Grade 6 Grade 7 Pre-Algebra Algebra 1
 Geometry Algebra 2 Trigonometry Pre-Calculus Calculus A, B, or C

TO THE TEACHER: Kirby School is an independent, coeducational, college preparatory day school for grades 6 through 12. We offer a rigorous academic program within a small, supportive setting that provides a unique opportunity for learning. We seek students who reflect the diversity of our vibrant community and who will contribute their individual strengths, talents, perspectives, and experiences to our dynamic school.

This recommendation will remain confidential and will not become part of the student's permanent record. We sincerely appreciate your thoughtful and candid response. The Math Program is not grade specific; middle school students may enroll in high school math courses when ready.

Academic Qualities

	Poor	Fair	Average	Strong	Excellent	One of the Best Ever	Not Observed
Study Habits							
Attention Span							
Ability to Work Independently							
Ability to Organize and Communicate Ideas							
Motivation							
Intellectual Curiosity							
Critical and Abstract Thinking Skills							
Works at Appropriate Level for Grade							

Personal Qualities

	Poor	Fair	Average	Strong	Excellent	One of the Best Ever	Not Observed
Creativity							
Self-Confidence							
Leadership Potential							
Response to Criticism							
Response to Setbacks							
Respect for Others							
Empathy for Peers							
Personal Conduct							
Personal Integrity							
Ability to Act Independently							
Ability to Work Cooperatively							
General Level of Maturity							



1. This student is currently enrolled in the following class:

- Grade 5 Grade 6 Grade 7 Pre-Algebra Algebra 1
 Geometry Algebra 2 Trigonometry Pre-Calculus Calculus A, B, or C

CURRENT GRADE: _____(Letter grade or percentage)

The academic level of course is: Remedial Regular Advanced Mixed-Ability

Other (explain): _____

2. Does this student retain mathematical relationships and principles?
3. Does this student draw generalizations with ease?
4. Does the student apply basic principles effectively in word problems?
5. To what extent does the student rely on memory versus conceptual processes?
6. Describe the circumstances or conditions under which this student learns best.
7. Have absences, homework issues, or concentration in any way affected the student's performance?
8. Comment on the student as a person. Consider maturity, integrity, behavior, relationships with peers/adults, and self-confidence.
9. Is there any additional information that can be better conveyed in a phone conversation? Yes No

Name: _____ Position: _____

(Please Print)

School: _____ Email: _____ School Phone: _____

Signature: _____ Date: _____

I recommend this student for admission to Kirby School:

	Not at All	With Reservation	Mildly	With Confidence	Enthusiastically
Academic Ability and Potential					
Character and Personal Integrity					
Overall					



RECOMMENDATION FORM PRINCIPAL OR COUNSELOR

TO THE APPLICANT: Please print your name and give this form to your current principal or counselor with a stamped envelope addressed to:

Kirby School
Admissions Office
425 Encinal Street
Santa Cruz, CA 95060

APPLICANT'S NAME: _____ **APPLYING TO GRADE:** _____

TO THE PRINCIPAL OR COUNSELOR: Kirby School is an independent, coeducational, college preparatory day school for grades 6 through 12. We offer a rigorous academic program within a small, supportive setting that provides a unique opportunity for learning. We seek students who reflect the diversity of our vibrant community and who will contribute their individual strengths, talents, perspectives, and experiences to our dynamic school.

This recommendation will remain confidential and will not become part of the student's permanent record. We sincerely appreciate your thoughtful and candid response.

Personal Qualities

	Poor	Fair	Average	Strong	Excellent	One of the Best Ever	Not Observed
Creativity							
Self-Confidence							
Leadership Potential							
Response to Criticism							
Response to Setbacks							
Respect for Others							
Empathy for Peers							
Personal Conduct							
Personal Integrity							
Ability to Act Independently							
Ability to Work Cooperatively							
General Level of Maturity							



1. How long and in what context have you known this student?
2. Please comment on this applicant's special interests, talents and abilities.
3. Should the admissions committee be aware of any factors that have had an impact on this student's academic or social progress to date?
4. Has this student ever been subject to suspension or other disciplinary action? Please describe.
5. Comment on the student as a person. Consider maturity, integrity, behavior, relationships with peers/adults, and self-confidence.
6. Is there any additional information that can be better conveyed in a phone conversation? Yes No

Name: _____ Position: _____

(Please Print)

School: _____ Email: _____ School Phone: _____

Signature: _____ Date: _____

I recommend this student for admission to Kirby School:

	Not at All	With Reservation	Mildly	With Confidence	Enthusiastically
Academic Ability and Potential					
Character and Personal Integrity					
Overall					



ACADEMIC RECORDS REQUEST

TO PARENTS/GUARDIANS:

Please provide copies of your student's academic records for the last two years. If you have these records, you *may* submit them directly to Kirby. If you do not have them, please *sign this Academic Records Request and give it to your child's current school.* The school should send the documents directly to Kirby. Please allow sufficient time for processing.

Student Name: _____ Date of Birth: _____

Parent Authorization Signature for Release of Records

Date

TO THE SCHOOL REGISTRAR:

This student is applying to Kirby School and is not yet enrolled. Please DO NOT send cumulative file.

Please send the following:

Current Elementary and Middle School Students

- A school transcript or report cards or progress reports which include all ending grades and attendance **for the past two years and attendance/available grades for the current year**
- Aptitude and/or achievement tests (STAR, SAT, ERB, or CAT) for this year and last year

Current High School Students

- A copy of the student's transcript and report cards or progress reports which include all ending grades and attendance for courses taken **the past two years and attendance/available grades for the current year**
- Aptitude and/or achievement tests (STAR, SAT, ERB, or CAT) for this year and last year

FOR MORE INFORMATION CONTACT:

Amy Hemmert
Director of Admissions
(831) 423-0658 x202
admissions@kirby.org

MAIL OR FAX MATERIALS TO:

Kirby School
Admissions Office
425 Encinal Street
Santa Cruz, CA 95060
FAX: (831) 423-0679