

Application Checklist – 6th Grade

Below are the steps in our admission process. Details and a full list of dates are on our website and Fast Facts.

- **Visit our website** at www.liveoaksf.org to begin your exploration of Live Oak School.
- **Attend a tour of Live Oak.** We offer tours specifically for families looking at our Middle School. Middle School tours are held on Tuesday and Thursday mornings from 8:30 – 10:30 am November through January and are for **adults only**. 2009 tour dates are listed in Fast Facts and on our website. **Reservations are required.** Please contact the Admissions office for reservations. Application packets will be available at the tour. **Attending a tour is strongly recommended.**
- **Attend an Open House.** Two of our three Open Houses are appropriate for applicants to 6th grade: our topic focused teacher panel for adults only on November 10th, and our Middle School Open House for parents and kids on January 14th. Please see Fast Facts or our website for details. **Open Houses are optional.** RSVPs are appreciated.
- **Complete and return the application** form and fee by Friday, Feb. 19th at 5:00 p.m.
- **Submit one part of the Information Release Form with the Student Evaluation Form for Grades 2–8 to your child’s current school.** The school evaluation form should be completed by your child’s current teacher and be sent with a current copy of your child’s school transcript, including any standardized testing, by your child’s school directly to Live Oak, and should be received by Live Oak no later than Feb. 19, 2010. **The evaluation form and current school records are required.**
- **Take the Independent School Entrance Examination** and have scores submitted to Live Oak School. You may register for the test on line at: www.iseetest.org.
- **Families applying for Tuition Assistance** – Submit one copy of the Parent Financial Statement (PFS) to School and Student Service for Financial Aid (SSS) and one copy to Live Oak by Jan. 5, 2010. Submit a copy of your 2009 tax return to Live Oak’s Business Office by Feb. 12, 2010.
- **Participate in the 6th Grade Visit Day at Live Oak for your child.** All applicants to 6th grade at Live Oak School will spend the day at Live Oak on Saturday, March 6, 2010. The admissions office will contact applicant families with details. **The 6th grade visit day is required.** Students may also spend a day in Live Oak’s 5th grade class if they would like to meet their prospective classmates. Applicant families should contact the admissions office for scheduling. **5th Grade visit days are optional.**
- **Participate in a parent interview.** The admissions office will contact applicant families to schedule a 20-minute interview. Interviews begin in December and continue through February. **The parent interview is required.**
- **Attend a parent-hosted reception** in late January/early February. **Receptions are optional.** Applicant families will receive an invitation with dates, times and locations. **Reservations are required.**
- **Decision letters are mailed Thursday, March 18, 2010.** All San Francisco K–8 independent schools mail decision letters on the same day and require **contracts and deposits to be returned to the chosen school by 10:00 a.m. Thursday, March 25th, 2010.**

If you have any questions about the admission process, please do not hesitate to contact Tracey Gersten, Director of Admissions, at (415) 861-8840, ext. 220, or email at admissions@liveoaksf.org.