



Parent “To Do” List

1. Are you interested in Public and/or Independent schools for your child?
2. If you are looking at **Public School**, you will need to contact the person who would be in charge of special services in your school district or county.

Date of Contact	County	Phone #	Required Testing
	Anne Arundel Co.	410-222-5000	
	Kent County	410-778-6422	
	Queen Anne’s Co.	410-778-8200	
	Talbot County	410-822-0330	
	Caroline County	410-479-3246	
	Kent Co., DE	302-672-1940	

3. Your child has a Customized Educational Plan at Radcliffe Creek School. Will the school system recognize this document? **Yes / No**
4. What **testing**, if any, needs to be completed in order for your child to receive Special Services? Radcliffe Creek School could provide an Educational Battery of tests. The County may need to do an updated Psychological Evaluation or have the testing done through a private educational psychologist.
5. When should this testing be scheduled? _____
6. Ask for a date scheduled for your child’s teachers or RCS representative to meet with the high school’s IEP team to plan for appropriate services, accommodations and modifications.

DATE: _____

What do I do next.....?

If you are interested in private schools, then.....

1. Contact the schools that interest you. Ask each school for its:
 - ~Catalog
 - ~Application Requirements
 - ~Financial Aid Information
2. Read through each catalog carefully. Jot down any **questions** that you may have about the school as you look through the catalog.
 - ~Make an appointment to visit the school. Will your child be **interviewed**?
 - ~Set up a time for your child to spend a day(s) or weekend. **Date:**_____
3. Ask the schools about required testing:
 - ~**SSAT** – Secondary School Admissions Test
Call 1-609-683-4440 or e-mail: info@ssat.org
 - ~**ISEE** – Independent School Entrance Exam
Call 1-800-989-3721 or go to erblearn.org/parents/admission/isee
 - ~Updated Psychological and/or Educational Testing (recent within **3** years)
 - ~If your child has a diagnosed LD, may testing be waived? **Yes / No**
 - ~If your child has a diagnosed LD, may they receive accommodations during the testing? **Yes / No**
 - ~What verification does my child need to qualify for accommodations?
4. Complete and forward the applications to your school choices.

Name of School	Application Sent	Financial Aid Sent	Teacher Recommendation	Teacher Recommendation	Required Testing
School of Success	11/5/22	11/15/22	<i>Gilcrest</i>	<i>Orr</i>	<i>SSAT @ RCS</i>

5. **Teacher Recommendation Forms: (submitted to Kim Nistler)**

Print Forms: All school forms that are to be filled out manually should be printed at home, and the top portion of the form filled out (by your child) before it is sent in to school. Once the forms are turned into Kim Nistler, there is a two week turn around, although typically it does not take the full seven days. **(Do not send the recommendation forms directly to the teachers.)**

Online Forms: Many recommendations are now shared directly with teachers electronically. Please notify the teachers in a separate email when these electronic forms are being sent. These typically go to the ELA/Literature and Math Teachers, who will complete them, and then teachers will confirm with Kim Nistler when these forms have been sent to the requesting school.

Regardless of the type of recommendation form, it is a courtesy to alert the teachers at least two weeks in advance of the deadline that your child needs to have a recommendation sent. Recommendations will be sent directly to the schools along with a packet including your child's transcripts, which includes Interim Reports, Progress Reports, current testing and attendance records from 7th and 8th grade. A copy will be on file at RCS. In order for Radcliffe to provide all this information, the school to which they are applying will have you sign and provide a release request. This will need to be submitted to Kim Nistler. You will also need to complete the Radcliffe Transcript Release online form, which gives you the opportunity to select what academic information is shared with outside schools.

*****Make sure to check with schools about early decision deadlines, and application deadlines to make sure forms are turned in with sufficient time*****

6. If you plan to apply for **Financial Aid**, it is imperative that you complete the necessary forms ASAP. Check with each of the schools about **deadlines**.

Name of School	Application Deadline	Financial Aid Deadline	Acceptance/Decline Date

7. Call the Admissions Office at your selected schools periodically to check on your child's file.

While I am doing all of this, what will my child be doing?

1. During classes, your child will be writing sample **Personal Essays** and practicing **oral language techniques** with their teachers, that will help them when interviewing with admissions counselors. .

2. They will be asked to bring in information from the various schools that you have researched and they will be formulating questions that they would ask during an interview situation.

3. They will be developing a more serious and mature view of their own strengths and weaknesses.

4. The students will be working very, very hard to squeeze into long-term memory all the strategies and tools that will allow them to be more independent outside of RCS.

5. Each child will continue to strive for mastery of skills, but with the goal in mind to access various resources made available to him/her to complete all assignments to the best of his/her ability.

And lastly, but certainly not least..... Do not give up your parental rights!!

You and your child should work together throughout this process. Talk to your child about their strengths and weaknesses. Continue to express to your child the importance of finding a school that will be a good match: one that can continue to meet your child's needs.

Ultimately, however, as the parent, **this is your decision.**

Even if you think that a boarding school may not be the best choice for your child, evaluate a few boarding programs. Look at what some high schools can offer to children with learning differences. See the environment and talk to the Resource Professionals at the school.

The Radcliffe Creek School teachers and administration will help you through the process. We are a resource to you even after you leave. The key is to start NOW and work persistently so that by the end of 8th grade, we all have a good feeling about where your son or daughter will be going.