Application Requirements for Grade 5
(applying for the 2019-2020 school year)

We recognize that applying to any independent school is a complex, multi-stage process that takes place over the course of several months. We sympathize and want to do what we can to help things run smoothly for you and your family and to enable you to enjoy your experience at Hackley.

With this in mind, we provide the following calendar of required application elements to help keep you on top of the process. If you have any questions about any of the highlighted application components, please feel free to call the Hackley Admissions Office at (914) 366 2642 or to email us at admissions@hackleyschool.org.

August 31 - Friday
APPLICATIONS for the 2019-2020 school year are available for submission

APPLICATION can be a confusing term in the admissions process. Many believe it refers to all aspects of a student’s application, including grades, test scores, interviews and so on. Some believe it refers just to the paperwork (teacher recommendations, student interests, etc.).

At Hackley, we will typically use the term application when referring to the entire process and all components, as when we say, “Your daughter’s application will be complete once the math teacher’s recommendation arrives.”

This is distinct from the family portion of the application, which we use to refer to the initial paperwork a family submits on behalf of an applicant. It includes the student and family contact information, school history, and other basic information. The family portion of the application starts the application process and must be submitted in order to schedule an interview or class visit. Prior to coming to Hackley for an interview, families must also submit the parent questionnaire and student interests form.

Parents completing online applications will be required to pay a $65 fee by credit card.

Other application paperwork includes teacher recommendations, ISEE scores, and school transcripts with standardized test information.

August 31 – Friday
Register for the ISEE or SSAT

The Independent Schools Entrance Examination (ISEE) or the Secondary Schools Application Test (SSAT) is required for applicants to Grade 5. Though Hackley offers the ISEE twice (Dec 1 and Jan 12); students may take either test at any location convenient to them. Registration for the tests is done through the respective testing agencies (ISEE Test and SSAT Test; please have results sent to Hackley (ISEE code 335540; SSAT code 3640). Tests must be taken by January 12, 2019 in order for the results to be considered in the first round of application decisions.

October 2 – Tuesday
CLASS VISITS for 2019-2020 applicants begin

Important information about class visits can be found on our website. Applicants come to the Admissions Office by 7:50 am on the visit day, to be escorted by an Admissions Officer to a 4th-grade homeroom at 8:00. Parents may collect children in the Lower School at 11:50 am. Once you have submitted the family portion of your application with fee, please phone or email to schedule your interview and visit.
INTERVIEWS for 2019-2020 applicants begin

Interviews are required for parents of all applying students. They typically last an hour and may be set up at 8:15, 9:15, 10:15, 11:15, 1:00 and 2:00, Monday to Friday.

November 5 – Monday
RECOMMENDATION FORMS should be submitted to English and math teachers

Recommendation forms from current math and English teachers must be received by January 15, 2019. We ask families to submit the Hackley online recommendation forms to the appropriate teachers no sooner than the end of the first marking period. Though they are not required, we are also happy to receive recommendation letters from other adults who are acquainted with applicants (e.g. guidance counselors, coaches, etc.)

RELEASE OF INFORMATION FORMS should be submitted to current schools

Release of Information forms are filled out by parents and submitted to the office of an applicant’s current school in order to facilitate the sending of official transcripts and previous standardized test results. Please do not submit these forms before the end of the first marking period; transcripts must arrive at Hackley no later than January 15, 2019.

November 26 – Monday
FAMILY PORTION OF APPLICATION, PARENT QUESTIONNAIRE and STUDENT INTERESTS with APPLICATION FEE must be submitted by today

December 1 – Saturday
ISEE TESTING offered at Hackley

January 12– Saturday
ISEE TESTING offered at Hackley; ISEE or SSAT must be taken today at the latest

January 15 – Tuesday
REMAINING APPLICATION PAPERWORK must be submitted by today
INTERVIEWS must be scheduled by today

January 25 – Friday
INTERVIEWS conclude today (see Oct 2)

February 5 - Tuesday
DECISION LETTERS will be made available online today

February 12 – Tuesday
New Hornets’ Information Night (information for accepted students)

February 26 – Tuesday
Contracts and deposits for accepted applicants who wish to enroll must be signed by parents and returned by today.