

#### 2014-15 ADMISSIONS CRITERIA

Consistent with the mission of The Fletcher School to serve students with Specific Learning Disabilities and/or Attention Deficit Hyperactivity Disorders, applicants will be considered for admission based on the following criteria:

- Average or above average intelligence as measured by an individual intelligence test (preferably the Wechsler Intelligence Scale for Children or Woodcock-Johnson III Test of Cognitive Abilities) or potentially average intelligence when the examiner indicates that the overall score does not represent the true potential of the student due to overriding factors (such as language or auditory processing).
- Difficulty in one or more academic areas (such as reading, math, written expression, etc.) or basic learning processes (such as memory, visual perception, etc.) Students may be admitted who do not certify for services in the public schools but have been diagnosed with LD and/or ADHD.
- Learning difficulties that are NOT the result of primary emotional or behavioral problems; environmental, cultural and/or economic influences; or other handicapping conditions (physical or mental). The Fletcher School is not able to serve the needs of students who are diagnosed under the Autism Spectrum Disorder.

#### GUIDELINES FOR DIAGNOSIS OF KINDERGARTEN-GRADE 1

- Comprehensive developmental evaluation within six months at the time of application by a licensed psychologist and/or speech/language therapist in the following areas:
  - 1. Expressive/Receptive Language
  - 2. Phonemic Awareness
  - 3. Visual-Motor
  - 4. Listening/Comprehension
  - 5. Social/Emotional

The goal of admitting students to Kindergarten or First Grade is early intervention with an "at risk" population of students who are exhibiting signs of future academic difficulty. Students will be given provisional admittance for one academic year, at which time he/she will be re-evaluated by a psychologist or educational therapist to determine an appropriate education placement for the following year.

#### **GUIDELINES FOR DIAGNOSIS OF GRADES 2-12**

- Diagnosis of a Specific Learning Disability must be determined by a licensed psychologist and should be current within a two year period at the time of application.
- Diagnosis of an Attention Deficit Hyperactivity Disorder must be determined by a qualified professional (using a standardized assessment) and should be current within a six month period at the time of application.
- Diagnosis of ADHD without a Specific Learning Disability will be considered (typically in grades 6-12) where the student's weak cognitive skills or attention difficulties compromise his/her ability to learn or perform academically.

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#### **GUIDELINES FOR DIAGNOSIS OF GRADES 2-12**

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- Diagnosis of an Attention Deficit Hyperactivity Disorder must be determined by a qualified professional (using a standardized assessment) and should be current within a six month period at the time of application.
- Diagnosis of ADHD without a Specific Learning Disability will be considered (typically in grades 6-12) where the student's weak cognitive skills or attention difficulties compromise his/her ability to learn or perform academically.

## THE FLETCHER SCHOOL 2014-15 ADMISSION PROCESS

#### **Step 1. Online Inquiry Form**

Complete the online student inquiry form (found on the admissions tab) at
 <u>www.thefletcherschool.org</u>. The Office of Admissions will contact you shortly after receiving
 the online inquiry and guide you through the next steps.

#### Step 2. Psychological and Educational Evaluation

- Provide a current comprehensive psychological and educational evaluation (within the last 2 years) to **Susie Culp, Admissions Director** via fax, email, or postal service.
- Students will be considered for admission only if they meet the following criteria:
  - o diagnosis of a Specific Learning Disability (K-5) and/or Attention Deficit Hyperactive Disorder (6-12)
  - o average or above average intelligence (Full Scale IQ of 85 and above)
  - o learning difficulties that are NOT the result of primary emotional or behavioral problems

#### Step 3. Parent Interview and Tour of The Fletcher School

- If the Office of Admissions determines that the student's evaluation meets our criteria, we will request that both parents meet for a tour of the school and an informational conference.
- If the student appears appropriate following the parent meeting, the next step is the application process, as listed below.

#### **Step 4. The Application Process**

- Complete the four page application, attach a picture of your child, and sign the Release of Information form.
- Enclose a nonrefundable application fee of \$300.
- Give or email your child's current teacher(s), resource teacher, tutor, and/or counselor recommendations as appropriate. Forms can be faxed, emailed, or mailed to The Fletcher School; electronic versions of these forms are available through our office.
- Provide a copy of evaluations and/or progress reports from outside services, such as counselor, neurological, occupational, speech and language and other therapies not listed.
- Provide current report cards, Individual Education Plans or 504 Plans.
- Provide an official Upper School transcript, if applicable.
- Student Health and Vaccine/Immunization Records must be completed by the physician's office. Forms can be faxed, emailed, or mailed.

#### Step 5. Placement Assessment and Student Classroom Visit(s)

- An in-house assessment of reading, writing, and math skills is administered by our Admissions staff. The results are used to determine optimal classroom placement for your child's visit.
- The classroom visit allows your child to experience a regular school day in their current grade level. K-1 students experience an abbreviated day and grade 2-5 visit for one day, 8:00-2:30. Grades 6-11 participate in a two day visit, 8:00-3:00. Students are expected to participate in classroom activities and complete all homework, if given.

## Step 6. Admission decisions can be expected by May 31, 2014 for applications received by April 1, 2014.

- Acceptance: The Admissions Committee has found that our educational setting is an appropriate placement where there is an opening in an appropriate skill group.
- Wait List: The Admissions Committee has found that our educational setting is an appropriate
  match but there is not a space available at the current time. You will be notified as space
  becomes available.
- Not Accepted: The Admissions Committee has found that our educational setting is not an appropriate match for your child's strengths and needs.

#### Step 7. Required Summer Program

- Students who are accepted in grades kindergarten through 8th are required to attend the Fletcher Fundamentals Summer Program in July 2013. (K-1 one week, 2-8 two weeks).
- Upper school students will be required to participate in 8-10 hours of Fletcher tutorial services targeting areas of need.

#### Step 8. Financial Aid

A child must be accepted before he or she will be considered for financial assistance. Our first
obligation is to serve our current families. If aid is available, first year students may be
considered. The Fletcher School subscribes to the services or FACTS Grant and Aid
Assessment.

The Fletcher School does not discriminate on the basis of sex, race, color, religion, or national origin in the administration of its educational programs, admissions policies, financial aid policies, employment practices, or other school administered programs.

# The Fletcher School APPLICATION FOR ADMISSION

Complete this application form and return it with the \$300.00 Application Fee along with a picture of your child.

Attach or email a current photo of applicant (required)

Student Information	Applying for Grade: in 201		
Applicant's Full Name:			
Name Called	MF Home Phone:		
Home Address:			
	State:Zip:		
Date of Birth:/ Place of Birth:			
Adopted? Yes No Date/Place of Adopt	tion:		
Current School:	Current Grade: Repeated Grade:		
I was referred to The Fletcher School by			
Parent Information			
Parents or Legal Guardians:	Marital Status:		
Father's Name:	Mother's Name:		
Address:	Address:		
	Email:		
Home Phone:	Home Phone:		
Work Phone:	Work Phone:		
Cell Phone:	Cell Phone:		
Occupation:	Occupation:		
Employer:	Employer:		
Position:			
If the applicant's parents are divorced, who has	s custody?		
	sidence?		

#### **Family Information**

Brothers and Sisters of the Applicant:				
Name	Grade	Age	School	
Do other family members have learning	and/or atter	ntion difficultie	es? State both relat	ionship and type of
learning/attention issue:				
School Information				
Address of Current School:				
		School Pl	hone	
Name of Principal:				
Name of Resource Teacher:				
Does your child have a 504 Plan?		Individua	l Education Plan?	
Previous schools applicant has attended	:			
School		Grade	Yea	
Psychological and Educational Evaluat	ion			
List the name of the psychologist who m	nost recently	evaluated the	student:	
Name:			Date: _	
Email:			Phone:	
Names of other psychologists who have	evaluated th	ne student:		
Name Em	aail		Phone	Date

#### **Other Services**

Check any services your child has ever received:

Counseling	Educational Tutoring		
Occupational Therapy	Physical Therapy		
Resource at School	Speech/Language Therapy		
Vision Therapy	Other		
List all professionals who have worked wi	th your child in the last 5 years:		
Name of Therapist	Phone:		
Type of Service:	Date:	to	
Name of Therapist	Phone:		
Type of Service:	Date:	to	
Name of Therapist	Phone:		
Type of Service:	Date:	to	
Name of Therapist	Phone:		
Type of Service:	Date:	to	
Medical Information			
Physicians who have seen the student duri	ng the last three years (besides pedi	atrician):	
Name	Phone		
Is your child currently diagnosed with AD	HD? YesNo If yes, date	of diagnosis:	
Has medication for ADHD been recommen	nded for your child? Yes No		
Is your child currently receiving medicatio	n for ADHD or other medical diagn	osis? If yes, name of	
diagnosis and medication(s):			
Name of physician prescribing the medica	tion:		

# **About Your Child** What do you consider to be your child's strengths and abilities? What do you consider to be your child's areas of need? What are your child's hobbies or interests? How do you expect The Fletcher School to help your child? With this application, I am submitting a \$300 check to cover the nonrefundable Application Fee along with a photo of my child. I understand that it is my responsibility to fully disclose all information requested by The Fletcher School. If all information is not made available, the student may be subject to dismissal. Incoming students, grades K-8, are required to attend Fletcher Fundamentals Program in July. Upper School students are required to participate in 8 to 10 hours of Fletcher tutorial services targeting areas of need.

Signature of parent or guardian:\_\_\_\_\_\_ Date: \_\_\_\_\_

# THE FLETCHER SCHOOL THE RANKIN INSTITUTE

8500 Sardis Road Charlotte, North Carolina www.thefletcherschool.org tel: 704-365-4658 fax: 704-364-2978

### Consent for Release of Information

## I hereby authorize the Office of Admissions of The Fletcher School to receive information concerning:

(Applicant's Full Nan	ne)

### THE FLETCHER SCHOOL

#### STUDENT MEDICAL HISTORY

This report should be completed by the applicant's primary care physician. The physician needs to return this form along with the <u>patient's vaccine/immunization records</u>. Please return these forms directly to the Admissions Office at The Fletcher School, 8500 Sardis Road, Charlotte, NC 28270 or FAX to 704.364.2978.

To be completed by Parents:
I hereby give (Physician's name)
permission to release information regarding
for use by The Fletcher School Admissions Office. This information will remain confidential between
the named individual and The Fletcher School.
Parent's signatureDate
To be completed by Physician:
Patient's Medical History: Has this child been in any hospital or other medical facility for
examination, observational diagnosis, operation(s) or treatment? Please provide dates and
descriptive treatment
Does this child have a history of ear and/or upper respiratory infections? If so, please describe.
Has this child had high fevers and/or seizures? If so, please describe.

PLEASE ATTACH VACCINE/IMMUNIZATION RECORD

Does this child have any chron	nic conditions such as	allergies, asthma, or	epilepsy?
Is there a neurological or medi specific.	<u> </u>		
List all medications this child i side effects experienced by the	child.		·
2			
Has this child had any develop please explain	•		-
Has the child experienced stut	tering, repetitive mov	rements, or tics?	
Patient's date of birth			
Physician's Name (please prin	t):		
Physician's Signature:		Dat	te:
Phone:	Email		

Please attach the patient's vaccine/immunization records when returning this form.

If you are unfamiliar with our program and would like information about our school, please visit our website at www.thefletcherschool.org or contact Susie Culp, Director of Admissions at sculp@thefletcherschool.org.

# THE FLETCHER SCHOOL TEACHER RECOMMENDATION FOR GRADES K-5

Student's name:	Current grade: Date:
Your name (please print):	Phone:
Name of your school:	
Email address:	Subject(s) taught:
1. How long have you known the applicant?	In what capacity?
2. Do you believe this student is achieving at a le	evel commensurate with his/her intellectual potential?
3. How does the student respond to guidance, co	prrections, or suggestions?
4. Have there been any violations of school and c suspensions or expulsions.	elassroom rules? If yes, please explain. Please include any
5. Please describe the student's social relationship	ps with other children
<ul><li>6. Please comment on the student's willingness a:</li><li>• Independently</li></ul>	•
In a small group	

7. How	v would you describe:					
•	The child's relationship with his/her parents	s?				
•	The parents' relationship with you?					
8. Wha	at words or phrases come to mind when desc	C				
•	Weaknesses					
9. Wot	ald the applicant be permitted to re-enroll in	your schoo	l? Please co	mment.		
10. Oth	her comments: (If necessary, please use an ac	lditional sh	eet.)			
11. Ple	ease fill out the chart below as accurately as p	ossible:				
Student	t	Never	Rarely	Sometimes	Usually	Always
Express	ses him/herself well					
Follows	s oral directions					
Stays or	n task					
Exhibits	s self-control					
Respect	s peers					
Respect	es adults					
Is exper	riencing stress					

Is a positive role model for others

Easily transitions between activities

Participates in class activities

Is organized

Is cooperative

# THE FLETCHER SCHOOL TEACHER RECOMMENDATION FOR GRADES 6-11

Student's name:	Current grade: Date:
Your name (please print):	Phone:
Name of your school:	
Email address:	Subject(s) taught:
1. How long have you known the applicant?	In what capacity?
2. Do you believe this student is achieving at a	level commensurate with his/her intellectual potential?
Please comment.	
3. How does the student respond to guidance, or	corrections, or suggestions?
4. Have there been any violations of school and suspensions or expulsions.	l classroom rules? If yes, please explain. Please include any
5. Please describe the student's social relationsh	nips with other children.
6. Please comment on the student's willingness	•
Independently	
In a small group	

7. How	would you describe:					
•	The child's relationship with his/her parents	s?				
•	The parents' relationship with you?					
8. Wha	8. What words or phrases come to mind when describing the applicant?  • Strengths					
•	Weaknesses					
9. Wou	ald the applicant be permitted to re-enroll in	your school	l? Please con	mment		
10. Oth	ner comments: (If necessary, please use an ad					
11. Ple	ase fill out the chart below as accurately as p					
Student	shows:	Never	Rarely	Sometimes	Usually	Always

Student shows:	Never	Rarely	Sometimes	Usually	Always
Understanding of learning differences					
Academic potential					
Motivation					
Ability to self-advocate					
Honesty					
Self-confidence					
Self-discipline					
Maturity (relative to age)					
Respect for peers					
Respect for faculty					
Response to criticism					
Response to frustration					

# THE FLETCHER SCHOOL TUTOR OR RESOURCE RECOMMENDATION FOR GRADES K-5

Student's name:	Current grade:Date:
Your name (please print):	Phone:
Name of your school:	
Email address:Sub	
1. How long have you known the applicant?	In what capacity?
2. Do you believe this student is achieving at a level cor	nmensurate with his/her intellectual potential?
Please comment.	
3. How does the student respond to guidance, correction	ns, or suggestions?
4. Have there been any violations of school and classroomsuspensions or expulsions.	
5. Please describe the student's social relationships with	
<ul> <li>6. Please comment on the student's willingness and abil</li> <li>Independently</li></ul>	•
In a small group	

7. How	v would you describe:						
•	The child's relationship with his/her parents?						
•	The parents' relationship with you?						
8. Wha	at words or phrases come to mind when desc	O					
•	Weaknesses						
9. Wou	ald the applicant be permitted to re-enroll in	your schoo	l? Please co	mment.			
10. Oth	ner comments: (If necessary, please use an ad	lditional sh	eet.)				
11. Ple	ase fill out the chart below as accurately as p	ossible:					
Student	i e	Never	Rarely	Sometimes	Usually	Always	
Express	es him/herself well						
Follows	oral directions						
Stays on task							
Exhibits	s self-control						
Respects	s peers						
Respects	s adults						
Is exper	iencing stress						

Is a positive role model for others

Easily transitions between activities

Participates in class activities

Is organized

Is cooperative

# THE FLETCHER SCHOOL TUTOR OR RESOURCE RECOMMENDATION FOR GRADES 6-11

Student's name:	Current grade:Date:
Your name (please print):	Phone:
Name of your school:	
Email address:Su	ıbject(s) taught:
1. How long have you known the applicant?	In what capacity?
2. Do you believe this student is achieving at a level c	ommensurate with his/her intellectual potential?
Please comment.	
3. How does the student respond to guidance, correcti	ions, or suggestions?
4. Have there been any violations of school and classro suspensions or expulsions.	
5. Please describe the student's social relationships wi	th other children.
Please comment on the student's willingness and ab     Independently	•
In a small group	

7. How	would you describe:					
•	The child's relationship with his/her parents	s?				
•	The parents' relationship with you?					
8. Wha	at words or phrases come to mind when desc	O				
•	Weaknesses					
9. Wou	ald the applicant be permitted to re-enroll in	your school	? Please con	mment		
10. Oth	ner comments: (If necessary, please use an ad					
11. Ple	ase fill out the chart below as accurately as p					
Student	shows:	Never	Rarely	Sometimes	Usually	Always

Student shows:	Never	Rarely	Sometimes	Usually	Always
Understanding of learning differences					
Academic potential					
Motivation					
Ability to self-advocate					
Honesty					
Self-confidence					
Self-discipline					
Maturity (relative to age)					
Respect for peers					
Respect for faculty					
Response to criticism					
Response to frustration					

# THE FLETCHER SCHOOL SCHOOL COUNSELOR RECOMMENDATION

Student's name:	Current grade: Date:
Your name (please print):	Phone:
Name of your school:	
Email address:	
1. How long have you known the applicant and in	what capacity?
2. Have there been any violations of school or class	room rules? If yes, please explain
3. If the answer to #2 is yes, did the violation(s) res	ult in suspension or expulsion?
4. Has additional academic help or other services b	een recommended for the applicant? Please comment.
5. Is support from the family appropriate? Please of	comment

6.	Please comment on the applicant's attitude toward school				
7.					
	for this student?				
8.	Have you found any behavioral or academic strategies that have proven effective?				
9.	How would you describe the child's relationship with his/her parent(s) and the parent(s) relationship with				
	you?				
10.	Other comments?				

If you are unfamiliar with our program and would like additional information, please visit our website at <a href="https://www.thefletcherschool.org">www.thefletcherschool.org</a> or contact the Office of Admissions, Susie Culp: <a href="mailto:sculp@thefletcherschool.org">sculp@thefletcherschool.org</a>.

### THE FLETCHER SCHOOL 2013-2014 SCHEDULE OF COSTS AND PAYMENTS

Application Fee	\$300
Tuition for Grades K-5 (\$750.00 deposit plus \$20,580)	\$21,330
<b>Tuition for Grades 6-12</b> (\$750.00 deposit plus \$21,690)	\$22,440

A non-refundable deposit of \$750.00 is payable upon initial acceptance or re-enrollment. The deposit will be credited toward tuition. The balance is due and payable to The Fletcher School on July 1, 2013. The following installment options are available through FACTS Tuition Management Company:

• Two payments to be drafted by FACTS Tuition Management. A \$34 non-refundable processing fee will be charged.

July 5, 2013:	Gr K-5	\$10,665	Gr 6-12	\$11,220
December 5, 2013:	Gr K-5	\$9.915	Gr 6-12	\$10,470

• 10 monthly payments to be drafted by FACTS Tuition Management. A \$60 non-refundable processing fee will be charged.

Monthly June 2013 – March 2014: Gr K-5 \$2,058 Gr 6-12 \$2,169

• 12 monthly payments to be drafted by FACTS Tuition Management. A \$60 non-refundable processing fee will be charged.

Monthly June 2013 – May 2014: Gr K-5 \$1,715 Gr 6-12 \$1,807.50

All installment plans require a FACTS Tuition Payment Agreement.

Tuition covers all program costs but does not include expenses such as classroom supplies, lunch, field trips, yearbook, school photos, after school activities or extended day expenses. Students in grades 9-12 are expected to purchase their textbooks at an additional charge.

It is understood that students are enrolled for the entire academic year or such portion as may remain after the date of entrance. The fact that the tuition is paid in installments does not constitute a fractional contract. Tuition is payable according to the payment plan selected on the Enrollment/Tuition Agreement. All charges must be paid before report cards, progress reports, and school records will be released. The School reserves the right to prohibit the student from attending classes if charges are not paid by their due dates.

Enrollment may be cancelled without penalty, except forfeiture of the deposit, if received in writing by the Head of School on or before July 1, 2013. No refund of the deposit will be made. After July 1, 2012 obligation to pay tuition for the full academic year is unconditional regardless of absence, withdrawal or dismissal of the student.

Limited need-based financial aid is available. Eligibility is determined by FACTS Grant and Aid Assessment. Financial aid applications are available online at <a href="www.factstuitionaid.com">www.factstuitionaid.com</a> and are due on or before April 15, 2013. No discrimination is made because of sex, race, handicap, color, religion, or national origin.

### THE FLETCHER SCHOOL 2013-2014 FINANCIAL AID POLICY

- 1. Need is the chief criterion upon which financial aid amounts are based.
- 2. First priority is given to applicants who are currently receiving aid and complete all application requirements on time. Second, new applications from currently enrolled students are considered. Third, newly accepted applicants who have completed financial aid applications are considered. Last, all applications completed after the deadline will be considered if any funds remain.
- 3. The Fletcher School subscribes to the services of FACTS Grant and Aid Assessment. Financial aid forms are available online at <a href="www.factstuitionaid.com">www.factstuitionaid.com</a> and are due on or before April 15, 2013. The application fee must be submitted with the completed form. If processed online, payment must be charged to a credit card. FACTS will report to The Fletcher School Financial Aid Committee the amount that they determine parents can pay towards tuition.
- 4. All applicants must submit copies of their Federal Income Tax Returns to FACTS. Copies of all W-2 Wage and Tax Statements for both parents and copies of all supporting tax schedules will also be required.
- 5. The Financial Aid Committee of The Fletcher School makes all final decisions on financial aid amounts.
- 6. Each parent is expected to make some contribution to the education of his or her child. No full scholarships will be awarded.
- 7. In cases of divorced or separated parents, the parent responsible for payment of the tuition should complete the application. If each of the divorced parents is responsible for a portion of the tuition, each parent should complete a separate application and indicate the portion of the tuition for which he/she is responsible.
- 8. Financial aid is granted one year at a time. Application to FACTS must be made no later than April 15, 2013 in order to be considered for the 2013-2014 school year.
- 9. All information is confidential.
- 10. Letters will be sent to all applicants notifying them whether or not they have received financial aid. Copies of these letters will also be sent to the Business Office at The Fletcher School.
- 11. Parents may appeal the decision in situations when extraordinary circumstances exist and/or when they want to ensure that the Committee is aware of those circumstances.
- 12. The Financial Aid Committee will not discriminate in the administration of its financial aid policies because of race, color, religion, national origin, sex or age.