

Secondary School Application Timeline

The process for applying to any high school is often varied and involves many steps. High schools are quick to recognize this and provide a step-by-step procedure for applying online. After you have narrowed your list of high schools of which you want to apply, make checklist and follow it closely. Use the timeline below to assist you in this process.

Seventh Grade Year

May Seventh grade parents meet with Headmaster and Middle School Head.

Eighth Grade Year

**STEP 1:
(June - August)** Meet with Middle School Head to establish goals for eighth grade year and high school possibilities.

**STEP 2:
(September – November)** Research high schools online.

Mock Interview, ISEE/SSAT Practice, Resume

Students participate in a mock interview, practice for the ISEE/SSAT entrance exams, and complete resume/personal narrative (for writing sample if needed). We also offer a standardized testing workshop and practice for the Academic Magnet Writing Sample.

SSAT/ISEE Test-taking Workshop with Jantzi: Sunday, October 8, 9-12:00 p.m. Practice testing for the ISEE/SSAT: Saturday, October 28, 8:30 – 11:30 and Friday, November 10, 8:30-11:30 (only for those who won't be visiting a high school on this day).

[Link for Mock Interview Instructions and Schedule](#)

[Link for ISEE/SSAT guidelines and practice dates](#)

Contact Schools of Interest

Contact admissions offices for catalogues and applications of potential schools. See the link below for a list of school contacts.

* Many schools require that you fill out an inquiry form to receive your application. Fill out the form online as requested by that school.

School Visitations and Interview

Not every school requires an interview, but all schools request a visitation. Ideally, most would like that visit to be made individually to get to know the student better. However, it is important to schedule visits when Charleston Day is not in session.

Suggested visitation dates: October 13-16 (Fall Break); November 1 (Parent Conference Day); November 9-10 (High School Visitation Days)

***Bishop England** requires that interested students visit November 9.

***School of the Arts** requests that interested students/parents show up for one of their tour dates on during the months of Sept. – December. These dates are posted on the school Web site. No reservations are required.

***Academic Magnet** asks interested students to attend an open house. Applications will be available online through Charleston County Schools in January.

***Ashley Hall** asks that interested students visit on one of the group shadow days listed below. October 23 is the preferred visit day for Charleston Day girls. High School Visitation Days in November are a great time to schedule a visit, especially if you are not planning to apply to Bishop England.

Group Shadow Day for Ashley Hall: 9/25, 10/20, 10/23, 11/6, 12/4, 1/22, 2/12—OCTOBER 23 IS THE PREFERRED DATE

***Porter-Gaud** has recommended dates as Open House and Shadow Days. The following Open House/Shadow Days include: Tuesday, September 26, Friday, October 20, Tuesday, November 7, Friday, January 12, Tuesday, January 23, Tuesday, February 6
*Parent open house precedes each day prior to each student shadow day, 9-10:30; students shadow the next day, 8:30-2:30.

***James Island Charter pre-IB** asks that you contact Jennifer Smillie, director of the program, for more information about visiting and applying.

High School Open Houses

In addition to scheduling individual visits to high schools, parents and students are recommended to attend high school open houses to learn more about the schools. These are not mandatory, however. Many occur in October and November.

Applications

Complete all portions of the application (attach photo if required), including the parents' questionnaire and health and medical information, plus a check for the application fee. Make copies of completed forms and send original directly to schools.

School Record or Transcript release form & Teacher & Administrator Recommendation Forms.

Complete the top portions of the forms and be sure to supply the necessary signatures. Place all forms in a folder and submit to the Middle School Head at Charleston Day as soon as possible to allow teachers enough time to complete them on time.

Writing Sample

Most schools require a writing sample, and the general practice is to use the writing sample the student takes on the SSAT or ISEE. When contacting schools in the fall, make sure that you ask them what your child should use as a writing sample.

Writing Sample for Academic Magnet

Academic Magnet conducts its own test for the writing sample portion of its application, which will be taken in late January or early February. They will administer this test at Academic Magnet. Dates will be announced on their school Web site counseling page.

Auditions at School of the Arts

School of the Arts requires that all applications audition for their intended major. After applications have been received in early December, School of the Arts will contact applicants about scheduling an audition in January.

Register student SSAT or ISEE.

All schools require some form of standardized testing. See details below.

Bishop England requires that prospective students take its own test on January 6 if they are not taking the SSAT or ISEE on that same date. They will accept scores and writing sample of either test in lieu of their own placement test ONLY if you are planning to take either test on the same date. **Applications must be submitted before the test.**

Academic Magnet requires that prospective students take the Measures of Academic Progress (MAP). Parents will need to contact the school to register. Dates for the test will be issued by their Web site in October.

Boarding Schools generally require the SSAT.

Other **Local High Schools** generally require the ISEE, but some (like Porter and Ashley Hall) will accept the SSAT for those applying to both boarding and local schools. See the link below for specific instructions and deadlines for registering.

[Link for Registering for SSAT or ISEE](#)

Regardless of which test, when you register, make sure that you list Charleston Day School as one of your score recipients.

**STEP 3
(December)**

Make sure you have registered your child for SSAT or ISEE (if applicable).

Financial aid information is available (Dec. 1). Begin financial aid process.

Charleston Day School recommends that all application information be submitted by Thanksgiving Break.

Friday, December 1, is the FIRM DEADLINE.

Academic Magnet has an application deadline in early February.

**STEP 4
(January)**

Testing is done typically in January once students return from the Christmas break, and all applications should be submitted.

Application deadlines vary. Most boarding schools have an application deadline of mid-January. Please check the application forms to be certain of the deadline dates. Most local schools have deadlines at the end of January, with exception of Academic Magnet and School of the Arts.

SSAT/ISEE (January 6, 2018 @ CDS) at 8:30-11:30 A.M., CDS Commons. Please make sure you register online with SSAT or ISEE at least two weeks in advance.

SSAT FLEX TEST

Charleston Day offers an SSAT Flex Test the second or third weekend in January for those students unable to attend the January 6 testing for the SSAT at Charleston Day, or those students who would like to take the test again to improve scores. All eighth grade families will be notified of the Flex Test date closer to that time.

(February – March)

Boarding schools begin to read and evaluate applications.

Most schools notify students of acceptances the second week of March.

Respond to all schools to which the student has applied. If you need more time to make a decision, contact the school admissions office as soon as possible to request an extension.