

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 the high schools to which you want to apply, make a checklist and follow it closely. Use the timeline below to assist you in this process.

Seventh Grade Year

May Seventh grade parents meet with the director of high school placement about the high school application process.

Eighth Grade Year

STEP 1:
(June - August) Meet with director of high school placement 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 & Math Performance Task Tests.

SSAT/ISEE Test-taking Workshop with Jantzi: Saturday, October 2, 9-12:00 p.m. Practice testing for the ISEE/SSAT: Saturday, October 23, 8:00 a.m. – 11:30 a.m.

Contact Schools of Interest

Contact admissions offices for catalogues and applications of potential schools.

* 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 most schools request a visitation. Ideally, most would like that visit to be made individually to get to know the student better.

Suggested visitation dates: October 15 - 18 (Fall Break); October 29 (Parent Conference Day), or perhaps the first part of the week for Thanksgiving Break.

Academic Magnet asks interested students to attend an open house and a visitation day, which is usually offered in late January and early February. Applications will be available online through Charleston County School District (CCSD) Web site in January.

Ashley Hall asks that interested students and parents set up a personal tour. They also offer a series of “master classes” for our students and parents as well as an evening zoom “open house” presented by former CDS students.

Bishop England: Individual families can tour in the fall. All interested students should participate in the BE Visitation Day, Thursday, November 11.

First Baptist allows for in-person, individual tours both during and after school. Contact the school to set up a visitation.

James Island Charter pre-IB asks that you check their Web site to find updates about visitations and open house dates.

Lucy Garrett Beckham High School asks that interested families to explore visitation options at this point. They are currently on hold until October 15.

Oceanside Collegiate Academy will be holding school tours and information sessions for interested families in October.

Porter-Gaud has asked that interested and parents and students visit one of their on-campus visitation opportunities: Oct. 14, Oct. 26, Nov. 2, Nov. 8, Nov. 15, Dec. 6, or Jan. 25. All are at 9 A.M.
Due to COVID-19, they are not hosting traditional student classroom visit days.

School of the Arts is not currently hosting any tours and is allowing only 4 visitors on campus per day. Please keep checking their Web site for any changes on visitations restrictions.

Wando High School is currently not giving tours or accepting visitors. They plan to offer after Christmas break.

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.

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.

Most teacher/administrator recommendation forms and transcript forms are to be completed online. Send directly to that teacher's or administrator's e-mail.

*All Transcript forms as well as all Principal or Guidance Counselor forms need to be filled out by the Director of High School Placement (Andy Willits).

The **English Teacher Recommendation** form needs to be sent to Andy Willits to complete.

The **Math Teacher Recommendation** form should go to either Mrs. Held or Mrs. Shealy to complete.

The **Optional/Supplemental Recommendation** form should be filled out by any teacher, administrator, or coach who best knows your child's strengths.

If the school requires only hard copies of recommendation forms, then submit ALL forms to Andy Willits to keep an inventory and to distribute to the appropriate teacher.

Writing Sample

Most schools require a writing sample, and the general practice is that schools 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 & Math Performance Task Tests – Academic Magnet

Academic Magnet conducts its own writing and math performance assessments in addition to their required MAP testing. They will administer these tests at Academic Magnet in late February or early March. Parents sign up for both when they complete the online application. Check either the Academic Magnet or Charleston County School District Web sites for updates about available dates and deadlines.

Auditions at School of the Arts

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

Register student for the ISEE or SSAT.

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

Charleston Day School offers the ISEE on January 15, but you will need to register yourselves online at least two weeks before the test.

Instructions on how to register will be provided. The ISEE is also offered at Porter Gaud and Ashley Hall in case the January 15 offering at CDS does not suit.

Charleston Day will also offer the SSAT on two separate dates: December 11 and on January 8. Again, you will be responsible for registering yourself online at least two weeks prior to the test.

Academic Magnet requires that prospective students take the Measures of Academic Progress (MAP). Parents sign up for a test date when they complete the application through CCSD.

Bishop England requires that prospective students take its own test. They will accept SSAT/ISEE 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.**

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.

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 in early December. Begin financial aid process.

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

Friday, December 3, is the FIRM DEADLINE.

STEP 4 (January)

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

Students who will be applying to local independent schools such as Porter-Gaud and Ashley Hall (and to no boarding schools) may take the ISEE at Charleston Day School on January 16. Parents will need to register.

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 independent day schools have deadlines for the end of January or the first week of February.

Deadlines vary from year to year for charter and magnet high schools. James Island Charter typically has a deadline in mid-January. Academic Magnet typically has an application deadline at the end of January.

ISEE, January 16 @ CDS, 8:30-11:45 A.M. Please make sure you register online with 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 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 directly and as soon as possible to request an extension.