



**APPLICATION FOR ADMISSION**  
**CHILDREN'S SCHOOL**  
**KINDERGARTEN THROUGH GRADE FIVE**

**Office of Admission**  
**The Colorado Springs School**  
21 Broadmoor Avenue  
Colorado Springs, CO 80906  
(719) 434-3512  
[www.css.org](http://www.css.org)  
admission@css.org



## APPLICATION PROCEDURE

The Colorado Springs School recognizes that many students can benefit from the experience we provide and in turn add a great deal to the school community. The admission procedure attempts to identify these individuals. Students with a variety of talents, interests, and abilities are enrolled. A student with strong personal qualifications, potential for future college study, and a supportive family to guide and encourage him or her generally is admitted.

Attached are the forms you will need to complete an application to The Colorado Springs School. Students whose applications are received and files are completed by March 1 will be given priority consideration by the Admission Committee. Applications received after March 1 will be reviewed as soon as the candidate's file is complete.

### CHECKLIST FOR THE APPLICATION PROCESS

#### PART 1:

- 1. Applicant and Parent Information
- 2. Parent/Guardian Statement
- 3. Short Answer
- 4. \$50 non-refundable application fee.

#### PART 2:

- 5. Transcript Request
- 6. Principal or Teacher Recommendation
- 7. Student Visit
- 8. Student Assessment and Testing

**Your application is complete when application fee and all materials are received, and you have had an on-campus interview.**

**Please mail all admission materials to:**

**Office of Admission  
The Colorado Springs School  
21 Broadmoor Avenue  
Colorado Springs, CO 80906**

If you need financial assistance to enable your child or children to attend The Colorado Springs School, please contact the Director of Admission and Financial Assistance.

#### STATEMENT OF POLICY

The Colorado Springs School admits students of any race, color, national or ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. It does not discriminate in the administration of its educational policies, admission policies, scholarship or loan programs, and athletic and other school-administered programs.



## **PART 1**

### **PARENT AND APPLICANT SIGNATURES**

*I (we) affirm that the information provided in this application is true and correct to the best of my (our) knowledge. Further, I (we) understand and accept that falsification or deception in any aspect of the application process may result in an immediate review and possible revocation of admission to The Colorado Springs School.*

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Signature of Parent or Guardian

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Date

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Signature of Parent or Guardian

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Date

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Signature of Applicant

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Date



# APPLICANT AND PARENT INFORMATION

Application for admission for the academic year beginning August, \_\_\_\_\_  
year

Applying for Grade \_\_\_\_\_

Date of Application \_\_\_\_\_  
month      date      year

**Applicant's Name** \_\_\_\_\_  
First                      Middle                      Last                      Nickname

Home Address \_\_\_\_\_  
Street                      City/State                      Zip

Home Telephone \_\_\_\_\_ Student E-mail \_\_\_\_\_

Male  Female      Birthdate: \_\_\_\_\_  
month      date      year      Age: \_\_\_\_\_

Present School \_\_\_\_\_

School Address \_\_\_\_\_  
Street                      City                      State                      Zip

School Telephone \_\_\_\_\_ Years Attended: \_\_\_\_\_  
Area Code/Phone Number

**First Parent/Guardian's Full Name** \_\_\_\_\_  
First                      Middle                      Last

Home Address (if different from applicant's home address) \_\_\_\_\_  
Street                      City/State                      Zip

Home Telephone \_\_\_\_\_ Primary E-mail \_\_\_\_\_

Cell Telephone \_\_\_\_\_ Secondary E-mail \_\_\_\_\_

Employer \_\_\_\_\_ Business Telephone \_\_\_\_\_

Profession \_\_\_\_\_

**Second Parent/Guardian's Full Name** \_\_\_\_\_  
First                      Middle                      Last

Home Address (if different from applicant's home address) \_\_\_\_\_  
Street                      City/State                      Zip

Home Telephone \_\_\_\_\_ Primary E-mail \_\_\_\_\_

Cell Telephone \_\_\_\_\_ Secondary E-mail \_\_\_\_\_

Employer \_\_\_\_\_ Business Telephone \_\_\_\_\_

Profession \_\_\_\_\_

**Name of Parent(s) or Guardian(s)** \_\_\_\_\_  
(To whom school communications and charges are to be sent)

**Parents Marital Status:**    Single     Married     Separated     Divorced     Parent(s) Deceased

**Applicant's Siblings:**

Name	Birthdate	Grade	School
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**Relatives and/or friends who have attended or have been affiliated with The Colorado Springs School:**

Name	Relationship
_____	_____
_____	_____
_____	_____
_____	_____

**Describe your child's greatest assets/strengths and areas which need improvement.**

*Strengths:*

*Areas for improvement:*

**Describe any learning or emotional difficulties that might affect your child's full participation in The Colorado Springs School program.**

**How did you learn about The Colorado Springs School?**

- Relative \_\_\_\_\_
- Newspaper article found in \_\_\_\_\_
- Radio Advertisement \_\_\_\_\_
- Website/Online \_\_\_\_\_
- Other \_\_\_\_\_
- Friend \_\_\_\_\_
- Faculty \_\_\_\_\_
- Student \_\_\_\_\_
- Current Parent \_\_\_\_\_

**Test and Placement Information:**

As a part of the admission process, we administer a developmental assessment test in grades PK-5.  
*I understand that results of tests conducted at CSS are the property of the school to be used for admission purposes only.*

**Parent/Guardian Signature:** \_\_\_\_\_



## Parent / Guardian Statement

**A CSS education is a partnership between home and school. When teachers and parents communicate clearly about our students, student achievement rises. Mutual respect for the profession of teaching as well as for the calling of parenting underlies this important relationship. Parents, teachers, and administrators understand that it is in our students' interests that we create a safe, challenging, and supportive environment.**

**To best serve the needs of each student, we want to learn about the applicant through the people who have known him or her best. We ask that you, as parent or guardian, share your thoughts about your child. Attach additional sheets of paper if you would like to provide a longer response.**

Why do you believe The Colorado Springs School is the right school for your child? What led you to begin the Admission process?

What are the first words that come to mind that best describe your child?

What do you consider to be his or her greatest strengths and challenges?

What qualities would you consider important in the selection of a faculty advisor for your child?



# APPLICANT INFORMATION

## To be completed by the applicant.

**SHORT ANSWER:** Please complete the following sentences on the lines provided.

The happiest time \_\_\_\_\_

I want to know \_\_\_\_\_

A mother \_\_\_\_\_

At school \_\_\_\_\_

What worries me \_\_\_\_\_

I need \_\_\_\_\_

My mind \_\_\_\_\_

I like \_\_\_\_\_

I secretly \_\_\_\_\_

A father \_\_\_\_\_

One book I enjoyed \_\_\_\_\_

I can't \_\_\_\_\_

At home \_\_\_\_\_

I fear \_\_\_\_\_

I am best \_\_\_\_\_

People think that I \_\_\_\_\_

What annoys me \_\_\_\_\_

I wish \_\_\_\_\_

When I was younger \_\_\_\_\_

My friend \_\_\_\_\_

**ADDITIONAL INFORMATION:** If there is something else that you would like the Admission Committee to know about you, please tell us about it below or on the back of this sheet.



## PART 2

The following forms should be delivered to your child's school and in turn should be sent **directly** to the Admission Office at The Colorado Springs School.

- **Transcripts**
- Any/All test scores
- Current and previous report cards
- **Recommendations**

As a courtesy, please provide stamped envelopes to those providing recommendations.



**PERMISSION AND REQUEST  
FOR RELEASE OF STUDENT  
INFORMATION**

21 Broadmoor Avenue  
Colorado Springs, CO 80906  
(719) 434-3512 (719) 475-9864 FAX  
www.css.org

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**TO THE PARENTS:**

Please complete this form and submit it to your student's current Principal or teacher.

**PERMISSION FOR RELEASE OF INFORMATION**

I hereby authorize the Chief School Officer (or his/her designee) of

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Applicant's Present School

to release school records for the following student to The Colorado Springs School for purposes of admission application review.

Name of Student: \_\_\_\_\_

Student's Current Grade: \_\_\_\_\_ Current Academic Year: \_\_\_\_\_

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Parent's/Guardian's Signature

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Date

**TO THE STUDENT'S CURRENT SCHOOL:**

Please send the following information to the Director of Admission and Financial Assistance at The Colorado Springs School:

**GRADES PK - GRADE 12**

- Student's recent standardized test scores
- Student's official transcript for at least the previous **two years**
- Student's school records relevant to admission

**GRADES PK - GRADE 5**

- Recommendation form completed by teacher

**GRADES 6-12:**

- Counselor/Principal recommendation
- English teacher recommendation
- Math teacher recommendation

*Recommendation forms provided by parent/guardian.*



**Principal or Teacher Recommendation**

<b>I recommend the student</b>	Enthusiastically	With Confidence	Mildly	With Reservation	Not at all
In academic ability and promise					
In character and personal promise					
Overall					

What words come quickly to mind when you describe this student?

How would you describe this student's expressive and receptive language skills?

Comments or other information you believe that might be helpful (other specific strengths and weaknesses?).

Is there any additional information that can be better conveyed in a phone conversation?  Yes  No

If yes, what hours would be best for CSS to reach you?

NAME OF EVALUATOR \_\_\_\_\_

POSITION \_\_\_\_\_ SCHOOL NAME \_\_\_\_\_

SCHOOL ADDRESS \_\_\_\_\_

TELEPHONE \_\_\_\_\_ E-MAIL \_\_\_\_\_

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

**Thank you for taking the time to share your thoughts with us.**