



## ADMISSION PROCESS CHECKLIST DOMESTIC BOARDING PROGRAM

**Instructions:** Please use the checklist below to complete the admission process.

Last Name:	First Name:	Grade Applying For:
Date of Birth:	Sex:	School Year Applying for:
Home Address:		
Parent Email Address:		Parent Phone:
Student Email Address:		Student Phone:

1. Submit to Menaul School:

- Completed Application and Photograph
- Non-refundable \$100 application fee
- Student Statement
- Parent Statement
- Request for Transcripts Release
- Copy of Grade Reports for the Previous 2 Years

2. Student and Parent Interview

- Schedule Student Interview (Skype or Phone) with Kim Leifeste, Director of Boarding Admission email: [kleifeste@menaulschool.com](mailto:kleifeste@menaulschool.com) Phone: 505.341.7243
- Schedule Parent Interview (Skype or Phone) with Kim Leifeste, Director of Boarding Admission email: [kleifeste@menaulschool.com](mailto:kleifeste@menaulschool.com) Phone: 505.341.7243

3. School Visit (optional) and Admission Test

- Submit a copy SSAT, ISEE/ERB, Stanford Achievement Test, PLAN, PSAT or most recent copy of State Standardized Test
- OR
- Arrange to take the Admission Test on Menaul School campus

4. Submit Teacher Recommendations.

- Submit Math recommendation to your child's most recent Math teacher
- Submit English recommendation to your child's most recent Math teacher

***Completed recommendations must be mailed directly to Menaul School***

**All correspondence should be addressed to:**

Menaul School  
 Admission Office – Director of Boarding Admission  
 301 Menaul Blvd. NE Albuquerque, NM 87107  
 505.341.7243 fax 505.344.2517





# APPLICATION FOR ADMISSION DOMESTIC BOARDING

Please attach a current photograph of your child.

**Instructions:** This application is to be completed by the applicant's parent/guardian and mailed to the Admission Office, along with the \$100 non-refundable application fee.

Applying for grade \_\_\_\_\_ in the [ ] Fall [ ] Spring semester of 20\_\_\_\_.

## STUDENT INFORMATION

Applicant's Name \_\_\_\_\_  
Last First Middle Preferred Name

Mailing Address \_\_\_\_\_  
Street City/State Zip Code

Date of Birth \_\_\_\_/\_\_\_\_/\_\_\_\_ Gender [ ] Male [ ] Female

Citizenship [ ] US [ ] Other (Name Citizenship) \_\_\_\_\_ Social Security Number \_\_\_\_\_

Names of Siblings:

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

Current School \_\_\_\_\_

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

School Phone ( ) \_\_\_\_\_ School Fax ( ) \_\_\_\_\_ Grades Attended \_\_\_\_\_

Academic Strengths: \_\_\_\_\_

Academic Concerns: \_\_\_\_\_

What activities has your child participated in at school? This list may include clubs, sports, organizations, student government, and after school programs.

What activities has your child participated in outside of school? This list may include sports, recreational activities, community/church activities, hobbies, and/or special interests (arts, music, etc.).

Please describe any concerns you have about your child's full participation in school programs (academics, athletics, community).

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Has your child ever been dismissed, suspended, placed on probation, or received any other type of disciplinary action? [ ]No [ ]Yes

Grade (if applicable) \_\_\_\_\_

Reason (if applicable) \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Primary language(s) spoken at home \_\_\_\_\_

Has your child participated in a dual language program? [ ]No [ ]Yes School \_\_\_\_\_

Has your child participated in an ESL program? [ ]No [ ]Yes How many years? \_\_\_\_\_

*Instructor References:*

English Instructor \_\_\_\_\_  
Last First Name of School

Math Instructor \_\_\_\_\_  
Last First Name of School

Gifted/Honors/Enrichment Instructor (if applicable) \_\_\_\_\_  
Last First

\_\_\_\_\_  
Name of School

Name(s) and relationship(s) of any relative(s) and/or friend(s) who are attending or have attended Menaul School and the year(s) they attended:

_____ Name	_____ Relationship	_____ Year(s) Attended
_____ Name	_____ Relationship	_____ Year(s) Attended
_____ Name	_____ Relationship	_____ Year(s) Attended
_____ Name	_____ Relationship	_____ Year(s) Attended

# FAMILY INFORMATION

## Household One

\_\_\_\_\_  
Parent/Guardian I: Last Name, First Name

\_\_\_\_\_  
Relationship to Applicant

\_\_\_\_\_  
Parent/Guardian II: Last Name, First Name

\_\_\_\_\_  
Relationship to Applicant

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

Mailing Address \_\_\_\_\_  
Street City/State Zip Code

Parent/Guardian I:

Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_ Work Phone \_\_\_\_\_

Email Address \_\_\_\_\_

Employer/Business \_\_\_\_\_ Position/Title \_\_\_\_\_

Occupation \_\_\_\_\_

Parent/Guardian II:

Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_ Work Phone \_\_\_\_\_

Email Address \_\_\_\_\_

Employer/Business \_\_\_\_\_ Position/Title \_\_\_\_\_

Occupation \_\_\_\_\_

## Household Two

\_\_\_\_\_  
Parent/Guardian I: Last Name, First Name

\_\_\_\_\_  
Relationship to Applicant

\_\_\_\_\_  
Parent/Guardian II: Last Name, First Name

\_\_\_\_\_  
Relationship to Applicant

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

Mailing Address \_\_\_\_\_  
Street City/State Zip Code

Parent/Guardian I:

Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_ Work Phone \_\_\_\_\_

Email Address \_\_\_\_\_

Employer/Business \_\_\_\_\_ Position/Title \_\_\_\_\_

Occupation \_\_\_\_\_

Parent/Guardian II:

Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_ Work Phone \_\_\_\_\_

Email Address \_\_\_\_\_

Employer/Business \_\_\_\_\_ Position/Title \_\_\_\_\_

Occupation \_\_\_\_\_

Check all applicable:

- Parents Married     Parents Separated     Parents Divorced  
 Father Remarried     Mother Remarried     Father Deceased     Mother Deceased

Who does the Applicant live with?  Household One  Household Two

Other (Please specify below.)

\_\_\_\_\_

Name

\_\_\_\_\_

Relationship to Applicant

*Menaul School does not discriminate against otherwise qualified students on the basis of race, color, religion, gender, national origin, or sexual orientation and makes reasonable accommodations for otherwise qualified students with disabilities. In order to maintain our diverse student body we have included these optional questions:*

How would you describe the Applicant? Check all that apply.

- African American     Native American (Tribe) \_\_\_\_\_     Middle Eastern American  
 Asian American     Caucasian     Latino/Hispanic     Multiracial  
 Other (please describe)\_\_\_\_\_

What is the Applicant's religious affiliation?

- Christian—No affiliation     Christian—Catholic     Christian—Protestant \_\_\_\_\_  
Denomination  
 Muslim     Buddhist     Jewish     Atheist     Agnostic  
 Other (Please describe)\_\_\_\_\_

*The information provided in this application is complete and correct to the best of my knowledge. I understand that failure to disclose or misrepresent information requested may jeopardize admission or enrollment at Menaul School.*

Signature of Parent/Guardian \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Signature of Parent/Guardian \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_



# STUDENT PROFILE

Please attach a current photo of applicant

**Instructions:** This profile is to be completed by the student applicant and returned to the Menaul School Admission Office.

Applicant's Name \_\_\_\_\_  
Last First Middle Preferred Name

Applying for grade \_\_\_\_\_ in the [ ] Fall [ ] Spring semester of 20\_\_\_\_\_.

We are interested in learning more about you, your interests, and your personal and academic goals. We ask that you please answer the following questions. This is not a test and there are no wrong answers. This is your opportunity to express, in your own words, who you are and what is important to you.

What three words best describe you? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What do you like to do in your free time? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Who is the person you admire most? Why? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What is your favorite book? Why? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Name three talents or qualities you could share with the Menaul community. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What extracurricular activities have you participated in during and after school? This list may include school organizations, student government, sports, arts, jobs, and/or hobbies.

---

---

---

What would you like to do or accomplish when you get older? \_\_\_\_\_

---

---

---

Who is your favorite teacher? Why? \_\_\_\_\_

---

---

---

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_



# PARENT STATEMENT

**Instructions:** This statement is to be completed by the applicant's parent/guardian and returned with the completed application to the Menaul School Admission Office.

Applicant's Name \_\_\_\_\_  
Last First Middle Preferred Name

At Menaul School, we believe that parent involvement and input are important factors in ensuring greater success for our students. Our goal is to create the best possible match between our students, our families, and our school. Please help us learn more about your child by completing this form.

1. Please share your insights regarding your child's academic achievements and academic challenges. How has your child's school helped him/her to be successful?

2. Help us to better understand what motivates your child.

3. What are your expectations, concerns, and goals for your child's education?

4. What additional information would be helpful for us to know about your child?

Signature of Parent/Guardian \_\_\_\_\_ Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Signature of Parent/Guardian \_\_\_\_\_ Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_



## REQUEST FOR TRANSCRIPTS

**Instructions:** Part of the admission process is a review of the applicant's current transcripts, report cards, and instructor comments. Please return this form with the completed application to the Menaul School Admission Office.

### Parents:

Applicant's Name \_\_\_\_\_ Current Grade \_\_\_\_\_  
Last First Middle

Releasing School \_\_\_\_\_

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

*I hereby give my permission to release my child's complete 2011-2012 educational records to:*

**Ericka Paul, Assistant to Admission  
Menaul School  
301 Menaul Blvd. NE  
Albuquerque, NM 87107**

Signature of Parent/Guardian \_\_\_\_\_ Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_

### Schools:

Please return the following items to the Admission Office at Menaul School by **February 1, 2012**:

- Transcripts/report cards of current grade and two previous grades.
  - 2011-12 Academic Year
  - 2010-11 Academic Year
  - 2009-10 Academic Year
- Standardized test scores.
- Instructor comments (current and previous two years).
- Diagnostic evaluations (if applicable).
- Gifted evaluations (if applicable).





# MIDDLE SCHOOL CURRICULUM 2012-2013

Listed below is the suggested schedule of courses for each grade level in the middle school.

## 6th grade

- Bridge to Language Arts
- Geography Skills 6
- Life Science
- Math 6
- Enrichment Block (Rotated at semester)
  - Music
  - Art
  - Religion
  - Spanish
- Performance Block (1 choice per year)
  - Choir
  - Drama
  - Band
  - Yoga/Dance
- Physical Education

## 7th grade

- Language Arts 7
- New Mexico History
- Earth Science
- Math 7
- Enrichment Block (Rotated at semester)
  - Music
  - Art
  - Religion
  - Spanish I
- Performance Block (1 choice per year)
  - Choir
  - Drama
  - Band
  - Yoga/Dance
- Physical Education

## 8th grade

- Language Arts 8
- US History
- Physical Science
- Algebra or Pre-Algebra
- Enrichment Block (Rotated at semester)
  - Music
  - Art
  - Religion
  - Spanish
- Performance Block (1 choice per year)
  - Choir
  - Drama
  - Band
  - Yoga/Dance
- Physical Education





# UPPER SCHOOL CURRICULUM 2012-2013

Listed below is the suggested schedule of courses for each grade level in the upper school. Four mods equal one credit.

## 9th Grade

English 9	4 Mods
Algebra I or Geometry	Full Year
Spanish I or II	Full Year
NM History	2 Mods
Science Methods	1 Mod
Biology I	4 Mods
Religion	2 Mods
Physical Education	2 Mods
Visual/Performing Arts	2 Mods
Computer Applications	1 Mod

## 10th Grade

English 10	4 Mods
Geometry or Algebra II	Full Year
Spanish II or III	Full Year
World Studies	4 Mods
Chemistry	4 Mods
Religion	2 Mods
Physical Education	2 Mods
Visual/Performing Arts	2 Mods
Computer Graphics	1 Mod

## 11th Grade

English 11	4 Mods
Trigonometry/Pre-Calculus	4 Mods
US History	4 Mods
Science Research	1 Mod
Environmental Science, Physics or Biology	4 Mods
Spanish III or IV	4 Mods
Religion	2 Mods
Web Page Design	1 Mod
Visual/Performing Arts	2 Mods
Capstone	1 Mod

## 12th Grade

English 12	4 Mods
Calculus or College Algebra	4 Mods
US Government	2 Mods
Economics	2 Mods
Religion	2 Mods
Visual/Performing Arts	2 Mods
Robotics	1 Mod
Capstone	1 Mod

## GRADUATION REQUIREMENTS

Subject	Required Credits
English	4.0
Mathematics	4.0
Lab Science	3.5
Social Studies	3.5
Physical Education	1.0
Visual and Performing Arts	2.0
Modern Languages	3.0
Religious Studies	2.0
Technology	1.0
Electives	3.25
Capstone	.75
<b>Total</b>	<b>28.0</b>

What is a "mod"?

Menaul gives upper school students an opportunity to take academic core subjects and electives by dividing the academic school year into seven, 4 ½ week long modules, also known as "mods." Most mods consist of four, 1½ hour class blocks per day, allowing for more subject-focused class time. Four mods equal one credit. Some adjustments to mods are made based on the grade level, for example, in 9<sup>th</sup> and 10<sup>th</sup> grade math and Spanish are extended for the full academic year.



## DOMESTIC BOARDING FEE SCHEDULE 2011-2012

Domestic Student Application Fee		\$100.00
Tuition Room and Board		\$27,990.00
Registration Fee	The non-refundable registration fee must be paid in full each year, prior to enrollment. This fee provides for part of the costs of recruitment, student insurance, administration, and processing and set-up charges.	\$500.00
Activity Fee	This fee provides your student with the Menaul School yearbook, student entrance to regular season athletic events, parent's association dues, and transportation for field trips.	\$400.00
Tuition Obligation Relief/Reimbursement Plan (TORRP)	This non-refundable Tuition Obligation Relief/Reimbursement Plan fee is mandatory, if tuition is not paid in full upfront.	\$600.00
Uniform Costs (initial expense)	Uniforms are required and are purchased through an independent vendor.	\$300.00 approx.
Health Insurance	Adjustable based on plans.	\$600.00 approx.
<b>Total</b>		<b>\$30,490.00</b>