



# ADMISSION PROCESS CHECKLIST

## INTERNATIONAL DAY PROGRAM

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

1. Submit to Menaul School
  - Completed Application and Photograph
  - Student Statement
  - Parent Statement
  - Non-refundable \$100 application fee
  - Copy of Grade Reports for the Previous 2 Years
  - Request for Transcripts (Applicable if attended US school in the past 2 years)
  - Copy of Passport
  
2. English Assessment
  - Take Menaul School ESL Assessment including ESL Teacher Evaluation **OR** Submit a copy of TOEFL or SLEP English Assessment
  
3. Student Interview
  - Schedule Student Interview and Classroom Visit on Menaul Campus  
Contact Ericka Paul, Assistant to Admission, at 505.341.7250 to schedule **OR**  
**if not currently in Albuquerque** 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
  
4. Admission Test
  - Arrange to take the Admission Test on Menaul School campus **OR**  
Submit a copy of SSAT
  
5. 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

**All correspondence should be addressed to:**

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





# APPLICATION FOR ADMISSION INTERNATIONAL DAY

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 Country of Citizenship \_\_\_\_\_

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).

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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) \_\_\_\_\_

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

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

## Local Household—Host Family

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

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

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

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

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

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

Guardian I:

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

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

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

Occupation \_\_\_\_\_

Guardian II:

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

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

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

Occupation \_\_\_\_\_

## International Household—Home Country

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

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

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

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

Home Address \_\_\_\_\_  
Country

Mailing Address \_\_\_\_\_  
Country

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

*Menaul School does not discriminate on the basis of race, gender, sexual orientation, culture, nationality or religious beliefs and makes reasonable accommodations for otherwise qualified students with disabilities. In order to maintain our diverse student body and support affirmative action, we have included these optional questions:*

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

- African \_\_\_\_\_     Asian \_\_\_\_\_     European \_\_\_\_\_      
 Latin American \_\_\_\_\_     Middle Eastern \_\_\_\_\_     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 \_\_\_\_/\_\_\_\_/\_\_\_\_



# 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).





# TEST REGISTRATION

**Instructions:** All applicants applying to Menaul School must complete the admission test requirement by completing the registration form below. **Please return the completed registration form to Ericka Paul, Assistant to Admission, at least two (2) weeks before your selected test date.**

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

Applying for Grade \_\_\_\_\_ Current School \_\_\_\_\_

*If applying for Grades 9-12, please circle the name of current math class:*

Algebra I      Algebra II      Geometry      Calculus      Trigonometry

*Please Note: Calculators may not be used during admission testing.*

Parent/Guardian Name(s) \_\_\_\_\_

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

Preferred Phone( ) \_\_\_\_\_ Email \_\_\_\_\_

### MENAUL SCHOOL TESTING DATES

- December 3, 2011      Menaul School
- January 7, 2012      Menaul School
- January 28, 2012      Menaul School

Registration begins at 8:45am. The test is administered from 9:00-12:00pm. Snacks will be provided during the break.

**If your child has a diagnosed learning difference or needs special testing accommodations, please contact Ericka Paul, Assistant to Admission, at 505.341.7250, at least two (2) weeks prior to your selected test date.**

Bosque School and Sandia Preparatory School have agreed to share admission test scores with Menaul School for those students who are cross-applying and will be accepted in lieu of Menaul School's admission testing. We hope this helps streamline the process for many families. If you would like to take advantage of this option, please complete the permission form below and **return to Menaul School.**

*I hereby give permission to Bosque School/Sandia Preparatory School to release and share with Menaul School the results of admission testing for my student:*

\_\_\_\_\_  
Student's Name      Parent/Guardian Signature      Date

*Please indicate your scheduled test date:*

- November 12, 2011      Sandia Preparatory School (6<sup>th</sup> grade only)
- December 3, 2011      Bosque School
- January 7, 2012      Sandia Preparatory School
- January 21, 2012      Sandia Preparatory School
- January 28, 2012      Bosque School





# 2011-2012 MENAUL SCHOOL ADMISSION CALENDAR

		20 August 11								
		S	M	T	W	T	F	S		
17 - Orientation/ First Day of School		31	1	2	3	4	5	6		
		7	8	9	10	11	12	13		
		14	15	16	17	18	19	20		
		21	22	23	24	25	26	27		
		28	29	30	31					

		20 September 11								
		S	M	T	W	T	F	S		
5 - Labor Day-No School						1	2	3		
22 - Mod 1 Ends										
23 - US No School		4	5	6	7	8	9	10		
26 - Mod 2 Begins		11	12	13	14	15	16	17		
		18	19	20	21	22	23	24		
		25	26	27	28	29	30			

		20 October 11								
		S	M	T	W	T	F	S		
<b>4 - Menaul School Campus Visits Begin</b>								1		
13 - 1st Quarter Ends		2	3	4	5	6	7	8		
14 - MS No School		9	10	11	12	13	14	15		
17 - 2nd Quarter Begins		16	17	18	19	20	21	22		
21 - Half day/ Coronation 12 pm release		23	24	25	26	27	28	29		
22 - Homecoming		30	31							

		20 November 11								
		S	M	T	W	T	F	S		
<b>6 - Menaul Showcase 2011 2pm</b>				1	2	3	4	5		
11 - Veterans Day/ No School		6	7	8	9	10	11	12		
12 - Sandia Prep Admission Test		13	14	15	16	17	18	19		
22 - GrandPanther Tea		20	21	22	23	24	25	26		
23-25 - Thanksgiving Break		27	28	29	30					

		20 December 11								
		S	M	T	W	T	F	S		
<b>3 - Menaul School Admission Test</b>						1	2	3		
3 - Bosque School Admission Test		4	5	6	7	8	9	10		
9 - Bugg Lights Opening Night		11	12	13	14	15	16	17		
15 - 2nd Quarter Ends		18	19	20	21	22	23	24		
15 - Mod 3 Ends		25	26	27	28	29	30	31		
16 - Faculty Work Day - MS/US No School										

		20 January 12								
		S	M	T	W	T	F	S		
3 - Back To School		1	2	3	4	5	6	7		
3 - Mod 4 Begins		8	9	10	11	12	13	14		
3 - Quarter 3 Begins		15	16	17	18	19	20	21		
<b>7 - Menaul School Admission Test</b>		22	23	24	25	26	27	28		
7 - Sandia Prep Admission Test		29	30	31						
16 - Martin Luther King Jr. Day- No School										

Legend			
<span style="display: inline-block; width: 15px; height: 15px; background-color: #FF0000; border: 1px solid black;"></span> Important Menaul Admission Dates	<span style="display: inline-block; width: 15px; height: 15px; background-color: #90EE90; border: 1px solid black;"></span> Federal/School Holidays with No School	<span style="display: inline-block; width: 15px; height: 15px; background-color: #ADD8E6; border: 1px solid black;"></span> Special Event Day	<span style="display: inline-block; width: 15px; height: 15px; background-color: #8A2BE2; border: 1px solid black;"></span> Admission Testing at Bosque & Sandia Prep
<span style="display: inline-block; width: 15px; height: 15px; background-color: #FFD700; border: 1px solid black;"></span> Begin & End of Mods/Qtrs	<span style="display: inline-block; width: 15px; height: 15px; background-color: #FFD700; border: 1px solid black;"></span> Faculty Work Days with No School		



2011-2012

# MENAU SCHOOL ADMISSION CALENDAR

		February								
		S	M	T	W	T	F	S		
3 - Mod 4 Ends					1	2	3	4	17 - Early Release @ 1 pm	
6 - US No School									20 - Presidents' Day- No School	
7 - Mod 5 Begins		5	6	7	8	9	10	11	<b>24 - Menaul School Financial Aid Deadline</b>	
9 - Head of School Day - Off Campus		12	13	14	15	16	17	18		
<b>10 - Menaul School Application Deadline</b>		19	20	21	22	23	24	25		
15-18 - Portales Drama Festival - US only		26	27	28	29					

		March								
		S	M	T	W	T	F	S		
2 - Quarter 3 Ends						1	2	3	<b>30 - Admission Decision Letters Mailed</b>	
5 - MS No School										
6 - Quarter 4 Begins		4	5	6	7	8	9	10		
9 - Mod 5 Ends/ Early Release @ 1 pm		11	12	13	14	15	16	17		
12-16 - Spring Break		18	19	20	21	22	23	24		
19 - Mod 6 Begins		25	26	27	28	29	30	31		

		April								
		S	M	T	W	T	F	S		
2-5 - Mission Week									26 - Mod 7 Begins	
6 - Good Friday- No School		1	2	3	4	5	6	7		
9 - Easter Monday- No School		8	9	10	11	12	13	14		
<b>11 - New Enrollment Contract Deadline</b>		15	16	17	18	19	20	21		
24 - Mod 6 Ends		22	23	24	25	26	27	28		
25 - US No School		29	30							

		May								
		S	M	T	W	T	F	S		
4-5 - MAD Fest					1	2	3	4	5	26 - Graduation - 10am
<b>5 - Spring Information Session and Admission Test</b>										28 - Memorial Day
23 - Menaul Honors - 6 pm		6	7	8	9	10	11	12		
24 - Last Day of School - 12pm Release		13	14	15	16	17	18	19		
24 - 8th Grade Rite of Passage - 11am		20	21	22	23	24	25	26		
25 - Baccalaureate - 7pm		27	28	29	30	31				

		June								
		S	M	T	W	T	F	S		
							1	2		
		3	4	5	6	7	8	9		
		10	11	12	13	14	15	16		
		17	18	19	20	21	22	23		
		24	25	26	27	28	29	30		

**Legend**

Important Menaul Admission Dates	Federal/School Holidays with No School	Special Event Day
Begin & End of Mods/Qtrs	Faculty Work Days with No School	Admission Testing at Bosque & Sandia Prep

**MENAU SCHOOL**  
 301 Menaul Blvd. NE  
 Albuquerque, NM 87107  
 505.341.7250 | 505.344.2517 fax  
 www.menaulschool.com





## INTERNATIONAL DAY FEE SCHEDULE 2011-2012

Student Application Fee		\$100.00
International Student Processing Fee		\$1,500.00
Tuition Room and Board		\$14,800.00
Homestay Fee		\$3,000.00
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
English As A Second Language (ESL)	This is for English language assessment and support classes.	\$1,000.00
Tuition Obligation Relief/Reimbursement Plan (TORRP)	This non-refundable Tuition Obligation Relief/Reimbursement Plan fee is mandatory, if tuition is not paid 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>\$22,800.00</b>