

Sixth Grade

Below are the steps in our admission process. Details and a full list of dates are on our website and Fast Facts.

- **Visit our website** at www.liveoaksf.org to begin your exploration of Live Oak School.
- **Attend a tour of Live Oak**. We offer tours specifically for families looking at our Middle School. Middle School tours are held on certain Tuesday mornings from 8:30 – 10:30 am November through January and are for **adults only**. 2011-12 tour dates are listed in Fast Facts and on our website. **Reservations are required**. Please contact the Admissions office for reservations. Application packets will be available at the tour. **Attending a tour is strongly recommended**.
- **Attend an Open House**. We offer three Open Houses: a topic-focused teacher panel for adults only, one for the whole family, and one for Middle School applicants only (parents with their kids). Our Middle School Open House is designed specifically for families applying to sixth grade, and begins with a complementary dinner followed by sample “mini-classes.” **Open Houses are optional**. RSVPs are appreciated and are **required** for Middle School Open House.
- **Complete and return the application** form and fee. There are two application deadlines for sixth grade: applications received by January 13th will be able to participate in the 6th Grade Visit Day on January 28th, applications received by February 1st will participate in the 6th Grade Visit Day on March 3rd. All applications are due by 5:00 p.m. on the deadline day.
- **Submit one part of the Information Release Form with the Student Evaluation Form for Grades 2-8 to your child's current school**. The school evaluation form should be completed by your child's current teacher and should be sent directly to Live Oak. Your child's current school should send a complete current copy of your child's school transcript, including any standardized testing, directly to Live Oak. Recommendations and transcripts with testing should be received by Live Oak no later than Feb. 1, 2012. **The evaluation form and current school records, including standardized testing, are required**.
- **Take the Independent School Entrance Examination** and have scores submitted to Live Oak School. You may register for the test on line at: www.iseetest.org. **The ISEE test is required**.
- **Families applying for Tuition Assistance**: Complete Parent Financial Statement (PFS) (www.sss.nais.org) on line or on paper with School and Student Service for Financial Aid (SSS) and have results sent to Live Oak by Jan. 4, 2012 (paper form) or Jan. 11, 2012 (on-line form). Submit a copy of your 2011 tax return to the Live Oak Business Office by Feb. 15, 2012.
- **Participate in the 6th Grade Visit Day at Live Oak for your child**. All applicants to 6th grade will spend the day at Live Oak on either Saturday, January 28th or Saturday, March 3. The admissions office will contact applicant families with details. **The 6th grade visit day is required**.
- **Optional Shadow Day at Live Oak School**. Students may also spend a day in Live Oak's 5th grade class if they would like to meet their prospective classmates, or in 6th grade if they would like to experience a full Live Oak middle school day. Applicant families should contact the admissions office for scheduling. **Shadow days are optional**.
- **Participate in a parent interview**. The admissions office will contact applicant families to schedule a 20-minute interview. Interviews are held December through February. **The parent interview is required**.
- **Attend a parent-hosted reception** in late January/early February. **Receptions are optional**. Applicant families will receive an invitation with dates, times and locations. **Reservations are required**.
- **Decision letters are mailed Thursday, March 15, 2012**. All San Francisco K-8 independent schools mail decision letters on the same day and require **contracts and deposits to be returned to the chosen school by 10:00 a.m. Thursday, March 22nd, 2012**.

If you have any questions about the admission process, please do not hesitate to contact Tracey Gersten, Director of Admissions, at (415) 861-8840, ext. 220, or email at admissions@liveoaksf.org.