

## Grades 1 – 5, 7 & 8

Applications to these grades are considered on a space-available basis. Listed below are the steps in our admission process:

- **Visit our website** at [www.liveoaksf.org](http://www.liveoaksf.org) to begin your exploration of Live Oak School.
- **Attend a tour of Live Oak.** Tours are for adults only and take place on Tuesdays and Thursdays. All tours begin at 8:30 am and end at 10:30 am. Please see Fast Facts or our website for tour dates. Attending a tour is strongly recommended. **Reservations are required.**
- **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). **Open Houses are optional.** RSVPs are appreciated, reservations for Middle School Open House are required.
- **Complete and return the application form and fee by the appropriate deadline.** Lower school: December 14<sup>th</sup>, Middle School: February 1<sup>st</sup>. Applications received by the deadline are processed before applications received after the deadline.
- **Records and Recommendation:** Submit one part of the Information Release form with the appropriate Student Evaluation Form (either PK – 1 or grades 2 – 8) to your child's current school. Submit the other part of the information release form to Live Oak. The Student 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. The teacher evaluation and school records should be received before the application deadline. **Recommendations, official school records and standardized testing scores are required.**
- **Families applying for Tuition Assistance:** Complete Parent Financial Statement (PFS) on line or on paper with School and Student Service for Financial Aid (SSS) ([www.sss.nais.org](http://www.sss.nais.org)) 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 a parent interview.** The admissions office will contact applicant families to schedule. Interviews begin in December and continue through February. **The parent interview is required.**
- **Participate in a Visit Day at Live Oak for your child.** If it appears that there may be an opening in the grade to which you are applying, the admissions office will contact applicant families to schedule a visit in December, January or February. The student spends the day in the grade he or she is in currently, not the grade to which he or she is applying. **The visit day is required** except under unusual circumstances, such as geographic distance.
- **Attend a parent-hosted reception** in late January/early February. These receptions in the homes of current Live Oak parents 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 22<sup>nd</sup>.**

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.