APPLICATION CHECKLIST

1. ❑ Application for Admission and $50 (International $125) fee sent to Lawrence on ___________________________ date

2. ❑ SSAT ❑ TOEFL ❑ PSAT ❑ SAT taken on ___________________________ and results sent to Lawrence.  
   (9th or 10th) (11th) (11th) date

3. ❑ Current and previous years transcripts requested on ___________________________ date
   * Please note that applicants beyond 10th grade must include ALL transcripts from ALL high school years they have attended.

4. ❑ Principal or Guidance Counselor Reference given to ___________________________ on ___________________________ name date

   ❑ English Teacher Reference given to ___________________________ on ___________________________ name date

   ❑ Mathematics Teacher Reference given to ___________________________ on ___________________________ name date

   ❑ Science Teacher Reference given to ___________________________ on ___________________________ name date
   (10th and 11th grade candidates only)

5. ❑ Interview and campus tour scheduled for ___________________________, ___________________________ date time
   * Please note that a domestic application is not considered complete without an interview. For international applicants, Lawrence Academy recommends an on campus interview, however in some cases, an interview may not be required. Please contact the Admissions office to determine if your application requires an interview. If an interview is required, it may be in person, by telephone, or Skype and MUST be completed before the application deadline.

6. ❑ For Financial Aid Candidates ONLY: PFS filed with School Scholarship Service on ___________________________ date

   and copies of last year’s 1040 tax forms (including W-2s and all schedules) sent to SSS on ___________________________ date (due by January 15th)

   and copies of this year’s W-2s sent to SSS on ___________________________ date (due by February 15th)

   and copies of this year’s 1040 tax forms (including all schedules) sent to SSS on ___________________________ date (due by April 15th)
   * Please go to the School Scholarship Service website for telephone numbers and mailing addresses at sss.nais.org
Dear Applicant for Admission:

The Admissions Committee would like to thank you for your interest in Lawrence Academy. Lawrence Academy admits students of any race, color, religion, sex, sexual orientation and 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 on the basis of race, color, religion, sex, sexual orientation or national or ethnic origin in the administration of its educational policies, admissions policies, financial aid programs or athletic and other school administered programs. Disabled applicants or family members or applicants requiring any type of accommodation during the application process or otherwise are encouraged to contact us and indicate what type of accommodation is needed.

To ensure that its campus is truly an environment of varied and interesting resources, recognizing that its most outstanding resource is its student body, Lawrence seeks those candidates who will contribute actively to this community as well as benefit from it.

A candidate gains admission to Lawrence after his or her application, past records, test results, and recommendations have been thoroughly reviewed by members of the Admissions Committee. This close attention ensures each applicant fair consideration.

Applications are considered during the fall and winter months prior to the date of entrance. Lawrence Academy adheres to the March 10 notification date suggested by the Secondary School Admission Test Board. After March 10th, any remaining openings are filled on a rolling basis.

Once again, thank you for your interest in Lawrence Academy. If you have any questions about any part of this application, feel free to contact the Admissions Office. We can be reached at 978-448-1530 or contact the Admissions Office. We can be reached at 978-448-1530 or via email at admiss@lacademy.edu.

Sincerely,
The Lawrence Academy Admissions Committee

**Important Dates**

**January 15**
Completed International student application deadline*  
Completed Day student application deadline*  
Financial Aid application deadline (which includes filing the PFS and sending last year’s 1040s and W2s to SSS). Please see http://sss.nais.org for address information.

**February 1**
Completed domestic Boarding student application deadline*  

**February 15**
Current year’s W2s due. (sent to SSS - Please see http://sss.nais.org for address information.)

**March 10**
Admissions decisions are available.

**April 10**
Candidate’s reply is due

**April 15**
Current year’s 1040s due (sent to SSS - Please see sss.nais.org for address information)

*Completed application includes application, fee, test scores, and all supporting materials. An interview is required for all domestic applicants. For international applicants, an interview may not be required. Contact the admissions office to determine if an interview is required.

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**PROCEDURE**

1. **INTERVIEW:** Candidates should call the Admissions Office at 978-448-1530 to arrange an on-campus visit and interview. The interview is mandatory. Your application will not be complete without an interview which needs to be completed in advance of the application deadline.*  
If the distance is too great, a telephone or Skype interview may be arranged through the Admissions Office.  
*In some cases, international applicants may not need an interview.

2. **TESTING:** Candidates should arrange to take either the Secondary School Admissions Test (SSAT) or the Test of English as a Foreign Language (TOEFL) for students whose first language is not English. The Lawrence Academy code for SSAT is 4552 and for the TOEFL is 8021. The code should be entered when registering for the test to ensure that the results are forwarded to Lawrence Academy. The PSAT and SAT are also accepted for 11th grade applicants.

Applicants should contact the Secondary School Admission Test Board at www.ssat.org or phone 609-683-4440 to register for the SSAT test. Location sites and times are located on their website. Lawrence Academy is an SSAT test center. Tests should be taken before the month of February.

3. **APPLICATION:** Candidates for admission should return the completed application to the Admissions Office with a non-refundable fee of $50 for domestic applicants, or $125 for international applicants, made payable to Lawrence Academy. Candidates may use the Lawrence Academy online application, the Lawrence Academy paper application or the Common Application. Applicants applying online may pay by credit card or print a voucher and send in a check with it.

4. **SUPPORTING MATERIALS:** Parents should request a current transcript be sent from the candidate’s present school. In addition, a transcript from the previous school year is also required. Applicants already attending high school must submit ALL high school transcripts from ALL years they have attended high school.

After November 15th, candidates should distribute the four reference forms (English, Mathematics, Science [10th and 11th grade candidates], Principal or Guidance Counselor), requesting that they be completed and returned by January 15th.

The Athletic Supplement and the Arts Supplement are optional forms and are not required to complete your application. If you choose to complete one or both of them, please submit them with your application for admission.

5. **FINANCIAL AID:** Candidates seeking financial assistance should fill out a Parent’s Financial Statement (PFS). The PFS may be completed online with the School Scholarship Service at sss.nais.org. Also submit last year’s 1040s and W2s to SSS by January 15th. The current year’s W2s should be sent to SSS by February 15th. The current year’s 1040s should be sent to SSS by April 15th.