



# VIRGINIA BEACH FRIENDS SCHOOL

*Knowledge. Character. Community.*

## **WELCOME**

We are delighted that you are applying for admission to Friends School. The goal of the admissions process is to get to know your child and their unique attributes, academic/learning interests and passions.

This document is designed to walk you through the steps of the admissions process.

1. Schedule your family's initial tour and meeting with the Director of Admission.
2. Create a [School Cues](https://www.schoolcues.com/) login via the application portal on the website.  
<https://www.schoolcues.com/>
3. Complete the online application.
  - a. Formal general application
  - b. Applicant Questionnaire
  - c. Emergency treatment authorization form
  - d. Financial aid policy
  - e. Submit \$100 application fee
  - f. Upload current photograph (optional)
4. For families applying for financial aid in grades first through eighth, create a [School Cues and Student Services \(SSS\)](#) account
  - a. [https:// sssbynais.force.com/familyportal](https://sssbynais.force.com/familyportal) - our code is 3331
  - b. \$51 financial aid application fee for processing
5. Download, print and submit authorization for release of records form and recommendation forms (if applicable) to your child's current school. The school will send the information to us directly.
  - a. Early and Lower School applicants are required to submit (1) teacher recommendation (Excluded if no school has been previously attended)
  - b. Middle and Upper School applicants are required to submit a Math and an English teacher recommendation from their most recent school.
  - c. An additional reference is optional for Lower, Middle and High School applicants.
6. Once the application is fully submitted alongside all necessary educational and psychological records, the Director of Admission will contact you to set-up the next steps for any necessary assessments, teacher meet and greet and day visits. After the visit we will share whether or not it was determined your student was a good fit for Friends School.
7. Upon acceptance, you will need to upload these additional documents into School Cues.
  - a. Copy of birth certificate
  - b. Virginia School Health Form/Immunization Record
  - c. Custody records (if applicable)

Please note the following application and enrollment deadlines:

March 20, 2020 - All application materials, including the financial aid application, are due to be considered in the first round of the admission cycle. If all materials are not submitted by that date, your child's application materials will be processed and considered during the second round of admission on April 20, 2020, if classes are not full at that time.

April 3, 2020 - Enrollment and financial aid offers will be sent via School Cues to newly accepted families

April 17, 2020 - Enrollment contracts are due to VBFS, with a 10% deposit to secure your child's spot for the 2020-2021 academic year. If you have not enrolled your child by this date, and you have been awarded financial aid, your child will not maintain the financial aid award, and the aid will be awarded to a second-round admission candidate.

April 20, 2020 - The second round of admission candidates will begin the process described above.

Families interested in applying to Virginia Beach Friends School after the April 20, 2020 deadline will be considered on a rolling admissions basis based on the availability of space.