

Application Checklist and Tips

Stuart Country Day School - Middle and Upper School Applicants

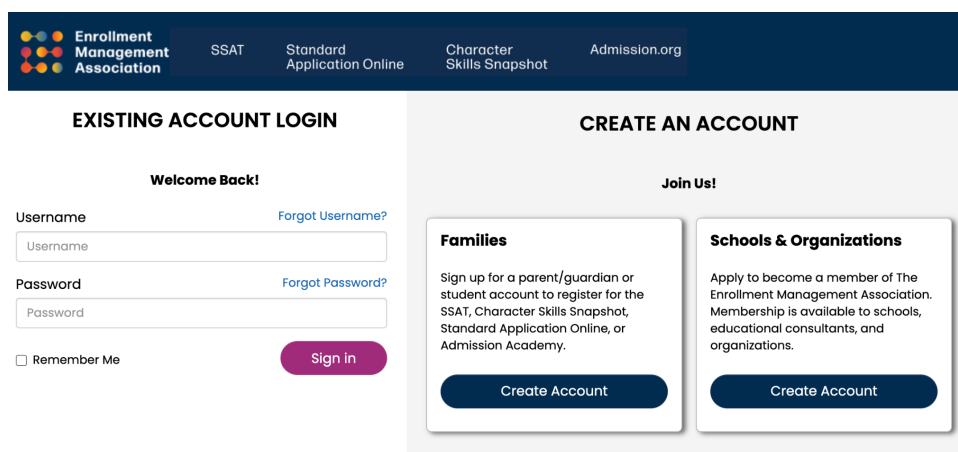
We are so excited that you are considering Stuart for your daughter! To help keep you organized, below is an overview of the steps (and some tips!) to complete your application by the January 15 deadline.

1. Visit Stuart!

- ☐ Schedule a tour with us! Contact admissions at admissions@stuartschool.org, or call us at 609-921-6118 to arrange a time to visit. We would love to meet you!

2. Complete the **Student Biographical Information** section of the Standard Application Online

- a. We use the Standard Application Online (SAO) for our application, which is provided through the Enrollment Management Association's website.
 - ☐ Access the application here:
www.admission.org/services/standard-application-online-sao. Select "Register/Login."
 - ☐ Create an account on the EMA website (select the "Families" option on the right):

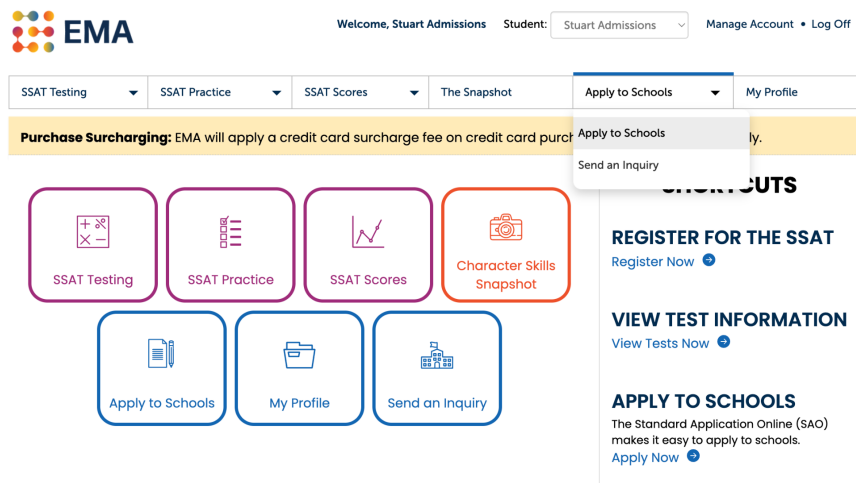


The screenshot shows the EMA website interface. At the top, there are navigation links: Enrollment Management Association, SSAT, Standard Application Online, Character Skills Snapshot, and Admission.org. Below this, there are two main sections: "EXISTING ACCOUNT LOGIN" and "CREATE AN ACCOUNT".

EXISTING ACCOUNT LOGIN: This section includes a "Welcome Back!" message, fields for "Username" and "Password", and links for "Forgot Username?" and "Forgot Password?". There is a "Remember Me" checkbox and a "Sign in" button.

CREATE AN ACCOUNT: This section has a "Join Us!" heading and two columns: "Families" and "Schools & Organizations". The "Families" column describes signing up for a parent/guardian or student account to register for the SSAT, Character Skills Snapshot, Standard Application Online, or Admission Academy. The "Schools & Organizations" column describes applying to become a member of the Enrollment Management Association. Both columns have a "Create Account" button.

You will be prompted to input information about yourself and your student. After your account is completed, you will see the landing page below. To find Stuart's application, select *Apply to Schools*.

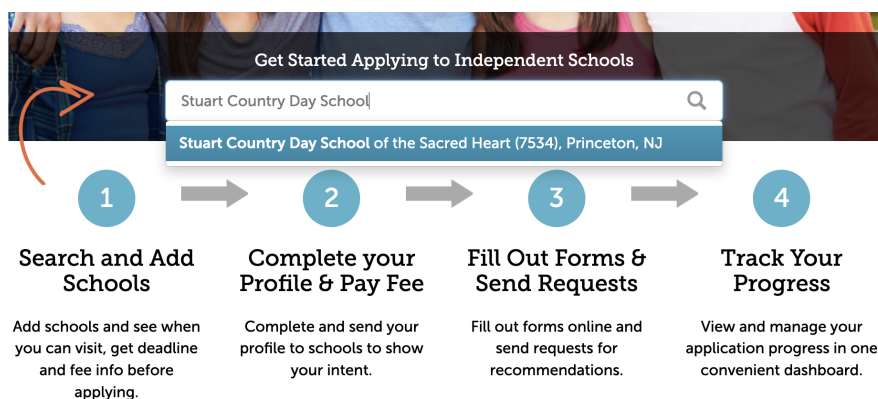


The screenshot shows the EMA website landing page. At the top, there is a navigation bar with the EMA logo, a welcome message, and links for "Student" (Stuart Admissions) and "Manage Account" (Log Off). Below the navigation bar, there are several tabs: "SSAT Testing", "SSAT Practice", "SSAT Scores", "The Snapshot", "Apply to Schools", and "My Profile".

Below the tabs, there is a "Purchase Surcharging" notice. Below the notice, there are several icons representing different services: "SSAT Testing", "SSAT Practice", "SSAT Scores", "Character Skills Snapshot", "Apply to Schools", "My Profile", and "Send an Inquiry".

On the right side of the page, there are three main sections: "REGISTER FOR THE SSAT" with a "Register Now" button, "VIEW TEST INFORMATION" with a "View Tests Now" button, and "APPLY TO SCHOOLS" with an "Apply Now" button.

Search for Stuart Country Day School on the EMA website. Our school code is **7534**:



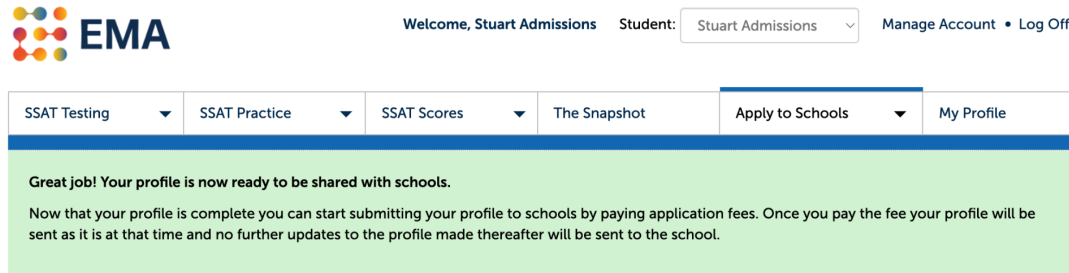
Once you've selected our school from the dropdown, you can now complete the Student Biographical Information section of the application. Select the orange *"Edit Profile"* button to begin:

The screenshot shows the EMA website interface. The top navigation bar includes the EMA logo, 'Welcome, Stuart Admissions', a 'Student' dropdown menu set to 'Stuart Admissions', and links for 'Manage Account' and 'Log Off'. Below this is a horizontal menu with 'SSAT Testing', 'SSAT Practice', 'SSAT Scores', 'The Snapshot', 'Apply to Schools' (selected), and 'My Profile'. A banner for 'Working with a Community Based Organization (CBO)?' is visible. The main content area shows a message: 'Please complete the profile to apply to schools.' followed by a progress bar at 0% and an 'INCOMPLETE' status. The 'Stuart's Profile' section is highlighted, with a description: 'Information about you, your school, parents/guardians, and your interests, hobbies and achievements. Your profile needs to be at 100% to be able to pay a school's fee to submit your application.' An orange 'Edit Profile' button is present.

Below is the Student Bio section. Please complete this section in its entirety.

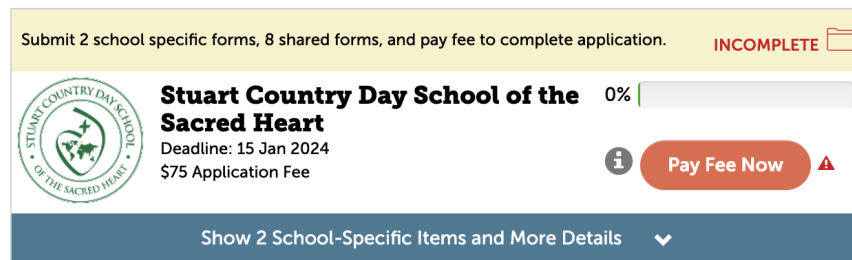
The screenshot shows the 'Applicant Information' section of the EMA website. The top navigation bar is identical to the previous screenshot. The horizontal menu shows 'Apply to Schools' selected. A message states: 'Your profile needs to be at 100% to be able to pay a school's fee and start submitting your application/s. Note: Once you pay the fee your profile will be sent as it is at the time and no further updates will be sent to the school.' Below this is a section titled '[Your Child]'s Profile' with a 'Preview Profile' button and a progress bar at 10% DONE. The 'Applicant Information' section is highlighted, with a note: 'This information was provided when your account was set-up. Editing this information here will change it in all locations we use it across ssat.org. If you are a student who is not living in the US at this time, please use the name that is listed on your passport.' The form includes fields for 'First Name*', 'Middle Name', 'Last Name*', 'Student Preferred Name', 'Student Username' (pre-filled with 'stuartadmissions'), 'Date of Birth*' (pre-filled with '02/14/2012'), 'Current Grade*' (pre-filled with 'Grade 6'), and 'Interested in School Year*' (pre-filled with '2024-25'). A sidebar on the left lists 'Student Bio' and 'Student Portfolio' with sub-items like 'Student Information*', 'School Information*', 'Parent or Guardian Info*', 'Address & Status*', and 'Siblings'.

You'll know you've completed the Student Bio section when you see the following green message box:



Next, click on "Apply to Schools" in the top tab (or the "Go to My Applications" link at the bottom of the page). This will prompt you to pay your \$75 application fee.

- ☐ Pay your \$75 application fee. To do so, click on the orange "Pay Fee Now" button:



Congrats! We now have your application!

3. Now, schedule your daughter's Visit Day/Interview and your Parent Meeting

Once you've submitted the Student Biographical Information to us, the next step will be to schedule your daughter's Visit Day. Students will join their peers and shadow classes. You will also be required to schedule a parent meeting, which can be on the same day of your daughter's visit day.

4. Finish the Application by January 15th. The application will require you to submit the following:

- ☐ Parent and Student Essays
- ☐ Stuart-specific supplemental questions
- ☐ Math and English recommendations
- ☐ Principal or Counselor recommendation
- ☐ Testing (SSAT) - we recommend the December or January date!
- ☐ Transcripts (current year and prior)
- ☐ TOEFL for international applicants

Information about financial aid: If you are interested in applying for Financial Aid, please go to app.clarityapp.com, create an account, and submit the financial aid application by January 15th.

Decisions are released by March 1, 2024.