



Accredited by the Western Association of Schools and Colleges

105 John Wilson Way
Morgan Hill, CA 95037
Tel. 408-782-7177
Fax 408-782-7138
highschool@oakwoodmail.org

Application Checklist

Step #1 Schedule Shadow Visit

All applicants are encouraged to visit Oakwood and shadow another student to experience life here first-hand. Applicants need only complete the General Information form (page #1 of the application) in order to shadow. Please see the Admissions Calendar for currently available shadow dates, and contact the Admissions Office for scheduling.

Step #2 - Attend an Information Night or Open House

Bring the entire family and come meet faculty, parents and students, and tour the beautiful Oakwood campus. Please see the Admissions Calendar for scheduled event dates. If you are unable to attend, parent tours can be scheduled during the school day by appointment.

Step #3 - Complete Application

Your completed application packet should include:

- \$50 application fee, made payable to Oakwood High School
- General Information form
- Student Involvement form
- Personal Statement form
- Parent Statement forms
- Oakwood Standards form
- Scholarship or Financial Aid applications: Merit-based scholarship and financial aid are separate applications and must be submitted along with the general application by the deadlines on the Admissions Calendar.

Step #4 - Submit Transcripts and Recommendations

The Admissions Committee will not review incomplete applications. To finish the application you must:

- Submit the **Request for Academic Records** form to your school. Oakwood will need to review report cards and standardized testing scores for the current and previous school year.
- Submit **Recommendation forms** to your academic teachers. You will need one recommendation from an English or history teacher, and one recommendation from a math or science teacher.

Step #5 - Take Entrance Exam

Take the required **entrance exam**. See the currently scheduled test dates on the Admissions Calendar, or schedule to take the exam by appointment.

Step #6 - Schedule Interviews

Once your file is complete and you have taken the entrance exam, Oakwood will schedule a short, **informal conversation** for the applicant with the Admissions Committee. Meetings are 15-20 minutes in length.

For questions regarding admissions, please contact the Admissions Office at 408-782-7177 ext. 204, or email admissions@oakwoodmail.org.



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Open House Events:

Bring the entire family and come meet faculty, parents and students, and tour the Oakwood campus. If you are unable to attend the events below, parent tours can be scheduled by appointment.

High School Information Night (9th-12th): Thursday, November 4, 2010 (7:00pm)

Open House (preschool-12th grade): Saturday, January 29, 2011 (10:00am-12:00pm)

Open House (preschool-12th grade): Saturday, March 19, 2011 (10:00am-12:00pm)

Shadow Dates:

All applicants are encouraged to visit Oakwood and shadow another student to experience life here first-hand. Applicants need only complete the General Information form (page #1 of the application) in order to shadow. Shadow dates are typically scheduled on Monday or Tuesday. Please contact Admissions to schedule a shadow date.

Shadow dates currently available:

November 2, 8, 9, 15, 16, 29 or 30 December 6, 7, 13 or 14 January 18, 24, 25 or 31 February 1

Application Timeline:

Early Application:

Early application is available for families considering Oakwood as their primary choice. If applicable, scholarship or financial aid applications must be submitted along with the general application.

Application Deadline	December 3, 2010
Entrance Exam	Saturday, December 4, 2010 9:00am
Student and Parent Interviews	Week of December 6th
Admissions decision letters sent	December 15, 2010
Enrollment confirmation and non-refundable fee due	January 7, 2011

Standard Application:

Students applying by this date are given priority consideration. Students applying for either a merit-based scholarship or financial aid must submit applications by this deadline in order to receive full consideration, and should be submitted along with the general application.

Application Deadline	February 4, 2011
Scholarship / Financial Aid application deadline	February 4, 2011
Entrance Exam	Saturday, January 8, 2011 9:00am or Saturday, February 5, 2011 9:00am
Student and Parent Interviews	February 7th - March 11th
Admissions decision letters sent	March 15, 2011
Enrollment confirmation and non-refundable fee due	April 1, 2011

The Admissions Committee will not review incomplete applications. Academic records and teacher recommendations must be received by the application deadlines indicated above.

Students applying after the standard application period will be considered on a space available basis.

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PARENT

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General Information

Student Information

Current grade: _____ Date: _____

Applying for: 2010-2011 2011-2012

NAME: Last First Middle Nickname

PRIMARY MAILING ADDRESS: Street City State Zip

PHONE: Home Email Address

Age Date of Birth Social Security Number Male Female

Current or Most Recent School Grade City State

SHADOW VISIT: To help us select a shadow partner, please briefly state hobbies or interests (e.g., sports, school subjects, etc.):

Please list any allergies or special circumstances that the school should be aware of for the Shadow Visit:

How did you hear about Oakwood? Post Card Newspaper Web Search Referral _____

Parent Information

Mr. Mrs. Ms. Dr.

PARENT/GUARDIAN NAME: Last First Relation to applicant

HOME ADDRESS: Street City State Zip

PHONE: Home Cell Phone

Email Address Work Phone

Occupation Employer

Mr. Mrs. Ms. Dr.

PARENT/GUARDIAN NAME: Last First Relation to applicant

HOME ADDRESS: Street City State Zip

PHONE: Home Cell Phone

Email Address Work Phone

Occupation Employer

Merit-based Scholarship and Financial Aid are separate applications that must be submitted along with the general application. Please indicate if an application will be submitted for: Merit-based Scholarship Financial Aid



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STUDENT

Student Involvement

NAME: Last First Middle Nickname

Activities and Interests

Please list your extracurricular activities (i.e., sports, hobbies, youth groups, summer camps, community service, etc.) in order of their importance to you. Describe how long you have participated in each activity. Please also include information on any leadership roles you have taken.

Awards and Recognition

Please describe any awards or other types of recognition you have received inside or outside of school.

Achievements

Please share the details of any academic, extracurricular, and/or personal achievements of which you are especially proud.

You may continue your answers on a separate sheet of paper.



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STUDENT

Personal Statement

NAME: Last First Middle Nickname

Please answer the questions below using the space provided. Your responses should be handwritten and may continue on a separate sheet of paper.

Tell us about a person you consider important in your life or describe an event you participated in which had great meaning for you.

Lined writing area for the first question.

Share the reasons why you are interested in attending Oakwood?

Lined writing area for the second question.



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PARENT

Parent Statement (page 2)

NAME: Last First Middle Nickname

In order to ensure that we can best meet your child's educational needs, we appreciate your candid responses to help us know your child better.

What language is most often spoken at home? _____

Has your child ever been assessed for special academic or emotional needs? Yes No

If yes, has your child received any services to address these educational or emotional needs? Yes No

Has your child ever been suspended or subject to disciplinary action from a school? Yes No

If yes, please describe:

Are there any special physical, intellectual, emotional or other (personal, social, etc.) needs that you feel are important for Oakwood to be aware of, or accommodations that may be necessary in order for your child to be successful?

Parent/Guardian Name

Relation to applicant

Signature



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STUDENT

Oakwood Standards

NAME: Last First Middle Nickname

Oakwood High School believes that both faculty and students must work together to create a productive, enriching learning environment. Please study the following page to understand more about your responsibilities as a student at Oakwood High School.

If admitted to Oakwood High School, would you actively strive to uphold these responsibilities?

YES NO

If no, please explain:

Signature of Student

Date

Signature of Parent/Guardian

Date



Oakwood High School provides a positive learning environment where students are challenged to achieve their highest potentials, explore their individual interests, and become self-motivated individuals prepared to lead lives of purpose, integrity, and concern for their local, national, and world communities. To maintain that positive learning environment, students shall adhere to the following standards and rules.

Student Rights and Expectations

Students will:

- A. Treat others with respect and courtesy.
- B. Limit themselves to appropriate physical contact with others.
- C. Respect the rights and property of others and behave in a trustworthy, honest manner.
- D. Refrain from behavior which may hinder the achievement or safety of themselves or others.
- E. Follow the directions of all staff members.
- F. Go to classes on time, prepared to learn, and having completed assigned work.
- G. Not possess gum on campus.
- H. Not consume food or drink (other than bottled water) in the high school building.
- I. Do their own work and not assist others in their work unless specifically authorized to do so by a faculty member.
- J. Adhere to the Study Center policies.
- K. Submit a completed "Driving Permission Form" before driving to/from school and using the school parking lot.

Dress Code

When on campus student will:

- A. Maintain a neat, well-groomed, and clean appearance appropriate to school attendance. Males shall be clean-shaven.
- B. Dress in properly fitting clothing (e.g., baggy pants/shorts, sweatpants, and sleepwear are not permitted) which is in good condition (e.g. without holes).
- C. Not wear revealing clothing (e.g., bare mid-drift, low cut, spaghetti straps, tank tops, or visible underclothing) or clothing which displays a disruptive or offensive message.
- D. Not wear short skirts or shorts. Shirts and shorts must extend past the student's fingertips along the legs.
- E. Practice good hygiene.
- F. Wear shoes at all times.
- G. Limit visible body piercing to the ears.
- H. Maintain moderate styles of hair and makeup that appear natural.
- I. Not wear wallet chains or chains hooked to clothing.
- J. Not wear sunglasses, hats or hoods in school buildings.



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PARENT

Request for Academic Records

NAME: Last First Middle Nickname

To the Family

Please complete this form, and give it, along with a pre-addressed envelope, to your child's current school.

I hereby give my permission for the release of a copy of my child's school records, as requested by Oakwood High School.

Name of Parent or Legal Guardian Relationship

Current School Years at Current School

Signature of Parent or Legal Guardian Date

To the School

The above named student has applied for admission to Oakwood High School. Please submit an official copy of his/her transcript or grade record, including: (1) all of last year's grades; (2) grades for this year, as they become available (first trimester or first semester); (3) standardized test results.

Has this student been the subject of repeated disciplinary procedures and/or suspension? YES NO

If so, please describe:

Four horizontal lines for describing disciplinary procedures.

Please send the academic records and completed recommendations to:

Oakwood High School
Admissions Coordinator
105 John Wilson Way
Morgan Hill, CA 95037



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TEACHER

Teacher Recommendation - English or History

NAME: Last First Middle Nickname

The above named student has applied for admission to Oakwood High School. Oakwood High School is an independent, coeducational college-preparatory school offering a rigorous academic program in a supportive and nurturing environment. Students accepted to Oakwood are expected to maintain high standards of scholastic achievement and personal conduct.

Your candid assessment of this student's strengths and weaknesses is an essential part of the selection process and is greatly appreciated by the Admissions Committee. The responses you give will remain strictly confidential and will not become part of the student's permanent record.

Please return completed recommendation form to Oakwood.

Academic Qualities

	Below Average	Fair	Good	Excellent (Top 10%)	Superior (Top 2%)
Motivation and Drive	1	2	3	4	5
Originality and Creativity	1	2	3	4	5
Critical and Abstract Thinking Skills	1	2	3	4	5
Study Habits	1	2	3	4	5
Attention Span	1	2	3	4	5
Classroom Conduct	1	2	3	4	5
Class Participation	1	2	3	4	5
Oral Communication	1	2	3	4	5
Written Communication	1	2	3	4	5
Ability to Work Independently	1	2	3	4	5
Ability to Work with Others	1	2	3	4	5
Academic Potential	1	2	3	4	5
Academic Achievement	1	2	3	4	5

Personal Qualities

	Below Average	Fair	Good	Excellent (Top 10%)	Superior (Top 2%)
Personal Integrity and Conduct	1	2	3	4	5
Warmth of Personality	1	2	3	4	5
Positive Leadership	1	2	3	4	5
Sense of Humor	1	2	3	4	5
Self-Confidence	1	2	3	4	5
Reaction to Criticism or Setbacks	1	2	3	4	5
Concern for Others	1	2	3	4	5
Sense of Responsibility	1	2	3	4	5
Relationships with Adults	1	2	3	4	5
Relationships with Peers	1	2	3	4	5
Emotional Maturity	1	2	3	4	5

Please see reverse side.



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TEACHER

How long and in what capacity have you known this student?

Please comment on the student's special interests, abilities, hobbies, or talents.

What do you like best about this student? How has he or she made an impact on your class and/or the school?

Is there anything we should know about this student—personal circumstances, special factors, obstacles—that may play a part in his or her academic standing and social development?

What is your opinion of the student's integrity, self-confidence, character, values, and goals?

To the best of your knowledge, has this student been the subject of repeated discipline procedures (including suspension or expulsion)? If yes, please comment.

Do you believe this student will succeed at Oakwood and be an academic and social asset to the school?

I recommend this student:

	Not Recommended	With Reservation	Moderately	Strongly	Enthusiastically
For academic promise	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
For character and personal promise	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Overall recommendation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Name _____ Position _____

Subject(s) you taught student _____ Grade(s) student received _____

School _____ School Phone _____

Signature _____ Date _____



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TEACHER

Teacher Recommendation - Science or Math

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For character and personal promise	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Overall recommendation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Name _____ Position _____

Subject(s) you taught student _____ Grade(s) student received _____

School _____ School Phone _____

Signature _____ Date _____