



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 form
- Oakwood Standards form
- Scholarship or Financial Aid - If you are applying for either a merit-based scholarship or financial aid, this application must be submitted along with your new enrollment application.

### 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](mailto:admissions@oakwoodmail.org).



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## Admissions Calendar

### 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.

**Open House (all grades):** Saturday, March 20, 2010 (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 inquire about dates available.

### 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 4, 2009  
Entrance Exam - Saturday, December 5, 2009  
Student & Parent Interviews - week of December 7th  
Admissions decision letters sent - December 18, 2009  
Enrollment confirmation and non-refundable fee due - January 8, 2010

#### 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.*

Application Deadline - February 5, 2010  
Scholarship / Financial Aid application deadline (if applicable) - February 5, 2010  
Entrance Exam - Saturday, February 6, 2010  
Student & Parent Interviews - February 8th - March 24th  
Admissions decision letters sent - March 31, 2010  
Enrollment confirmation and non-refundable fee due - April 15, 2010

#### Late Application:

*If applicable, scholarship or financial aid applications must be submitted along with the general application.*

Application Deadline - March 26, 2010  
Entrance Exam - Scheduled by appointment  
Student & Parent Interviews - March 29th - April 23rd  
Admissions decision letters sent - No later than April 30, 2010  
Enrollment confirmation and non-refundable fee due - One week after acceptance

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

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

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PARENT

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General Information

## Student Information

Current grade: \_\_\_\_\_ Date: \_\_\_\_\_

Applying for:  2009-2010  2010-2011

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

Please list any allergies: \_\_\_\_\_

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

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

## 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

Will an application be submitted for either of the following?  Merit-based Scholarship  Financial Aid

Does the applicant have any siblings who are attending or have attended Oakwood?  Yes  No



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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.

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### Awards and Recognition

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

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### Achievements

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

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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

NAME: Last First Middle Nickname

The following questions are designed to enlist your partnership in maximizing your child's learning experience. This can be completed by one or both parents.

Please give a brief summary of your child's strengths and weaknesses. Please include any physical or emotional health issues, as well as a description of any school disciplinary actions or reasons that give you pause as to your daughter's or son's academic or personal readiness for enrolling.

Multiple horizontal lines for writing the response to the first question.

How do you think your child will handle a challenging academic program, and what has been your child's biggest academic or extracurricular challenge thus far?

Multiple horizontal lines for writing the response to the second question.

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 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?

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

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

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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?

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

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

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

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**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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---



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---



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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 \_\_\_\_\_