



Dear Parent/Guardian

Thank you for your interest in applying to The East Harlem School (EHS). We are accepting students entering the 5th, 6th and 7th grades, in the 2004-2005 school year. The majority of the applications are for students entering the 5th grade. There are many steps to the admissions process. All materials are to be submitted to Mrs. Monica Burress, EHS Program Assistant, and all appointments should be made to her as well.

The steps should be completed in the following order:

__ Fill out an EHS Admissions Application and submit a copy of your most recent 1040 form or other Annual Earnings Summary.

__ Have your child's school, send EHS a copy of his/her academic record, or photocopy your own records and submit to us. We are seeking at least two years of grades and standardized test scores. You may use the *Request for School Record* form to help you.

__ Photocopy of your child's Immunization records.

__ Ask a teacher that currently works with your child to fill out the Teacher Recommendation Form and when it is complete return to Mrs. Monica Burress.

__ Attend an open house.

__ Schedule an appointment to have your child spend the day at our school.

Please make photocopies of all required documents. All materials must be submitted and visits scheduled by May 14, 2004. Those families and children who will be considered after submitting these materials will be asked to come and meet with an Admissions Representative for an interview.

Acceptances will be administered on a rolling basis; however, the majority of letters will be sent by May 12th and June 9th. Please do not hesitate to contact Mrs. Burress at 212-876-8775 ext.301 if you have any additional questions.

Sincerely,

**Monica Burress
Program Assistant**