

**WASHINGTON  
INTERNATIONAL  
SCHOOL**

ADMISSIONS OFFICE  
3100 MACOMB STREET NW  
WASHINGTON DC 20008-4432  
PHONE 202.243.1815  
FAX 202.243.1807  
<http://wis.schooladminonline.com/portal>

**CHECKLIST AND INFORMATION**

APPLICANTS TO GRADE 10  
2018 - 2019

**Checklist**

**Attend a Campus Tour – throughout the fall**

A tour of the Tregaron campus (Grades 6-12) is the best way to learn about WIS, though it is not a required element of the admission process. Small-group information sessions followed by tours will be held on Wednesdays and Thursdays at 9:15 AM throughout the fall. The program lasts about one hour and fifteen minutes, and applicants are encouraged to attend with their parents. Due to the small size of our group tours, appointments are required. Please register for a tour at [http://wis.schooladminonline.com/portal/new\\_inquiry](http://wis.schooladminonline.com/portal/new_inquiry) or by calling the Admissions Office at 202.243.1815.

**Complete the Online Application and Submit the Application Fee – due Friday, January 5**

You will use the online Admissions Portal to manage your application process. You can submit the application and pay the application fee at <http://wis.schooladminonline.com/portal>. Each application will require a \$75 application fee. Families who are re-applying within one calendar year pay a reduced application fee of \$50. Families applying for financial aid can pay a reduced application fee of \$25.

**Complete the Applicant Statement and Questionnaire – due Thursday, February 1**

You will complete the Applicant Statement and Questionnaire on the WIS Admissions Portal.

**Complete the Parent Questionnaire – due Thursday, February 1**

You will complete the Parent Questionnaire on the WIS Admissions Portal.

**Arrange for School Recommendation Forms and Transcripts – due Thursday, February 1**

Two recommendations are required – one from your English teacher and one from your math teacher. You will be required to provide the email address of your teachers in order to generate the request. To ensure confidentiality, teachers will submit the electronic form directly to WIS. The Transcript Request Form is available on the Portal as well. Please request current grades/reports, plus the grades/reports from the previous year.

**Schedule an Interview and Classroom Visit**

You will use the WIS Admissions Portal to schedule your admissions interview and a half-day classroom visit. These interviews, conducted via Skype when possible, are designed to put students at ease and to allow for individual questions so we can get to know the applicants on a somewhat more personal level. Parents may also call the Admissions Office at 202.243.1815 to schedule an appointment if they have additional questions or concerns. Half-day visits with current students include two class sessions, a group activity, and lunch. Visits do not take place on the same day as the interview.

**Register for Admissions Testing**

Applicants to WIS are required to take an English test (reading comprehension and essay questions), as well as a math test. These are not standardized, multiple-choice tests. Language placement tests will also be given to students who have a background in French, Spanish, Dutch, or Mandarin.

Local applicants should register for testing on the Admissions Portal. The Saturday morning test dates for applicants are **Saturday, January 13** and **Saturday, January 20**. If one of these testing dates is canceled due to inclement weather, we will offer testing on Saturday, January 27. Testing can last from 2 ½ to 3 hours depending on language level. If you are an out-of-town applicant and a visit to WIS is not possible, we will send the Admissions Tests to your current school. Out-of-town applicants will provide testing contact information on the Admissions Portal.

WIS does not require the SSAT or other standardized tests, but because such tests can be helpful, students who take them are asked to list WIS as a score report recipient. The SSAT code for WIS is 8037.

**Decision Notification – e-mailed on Friday, March 2**

### Language Program Options

All students at WIS study at least two languages, one of which is English. In Grade 10, all coursework is taught in English with the exception of the student's language/literature class. Grade 10 applicants choose one of the following language programs:

- **French Intermediate/Advanced** – A program for those with an intermediate-to-advanced level of proficiency. Applicants will have their French proficiency assessed during the admissions process.
- **French Advanced/Fluent** - Requires applicants to be highly proficient / fluent. Applicants will have their French proficiency assessed during the admissions process.
- **Spanish Intermediate/Advanced** – A program for those with an intermediate-to-advanced level of proficiency. Applicants will have their Spanish proficiency assessed during the admissions process.
- **Spanish Advanced/Fluent** - Requires applicants to be highly proficient / fluent. Applicants will have their Spanish proficiency assessed during the admissions process.
- **Chinese Intermediate/Advanced** – A program for those with an intermediate-to-advanced level of proficiency. Applicants will have their Chinese proficiency assessed during the admissions process.
- **Dutch Advanced** – Please contact the Admissions Office for details about this program. WIS requires students have a native level of proficiency. Applicants will have their Dutch proficiency assessed during the admissions process. Additional fees will apply.
- **Language Tutorial** – Applicants with a strong academic background in another approved IB language (e.g. German, Russian, Arabic), can request to study the language on a tutorial basis. Additional fees will apply.

### Selection Criteria

Given the demanding nature of the International Baccalaureate (IB) program, it is important that applicants be strong students as well as involved community members. Acceptable results on admissions tests, a solid record of As and Bs (or the equivalent) in a strong program of classes, and a willingness to explore and to work toward academic and extracurricular goals are characteristics of students who go on to be successful at WIS.

Before considering applications, the Admissions Committee reviews the gender balance, language preferences, and diversity in each grade level. Ultimately, WIS strives for both balance and diversity in each class. Admissions decisions, therefore, can depend as much on the composition of the current grade and the applicant pool as on the individual applicants themselves.

### Ratio of Applicants to Spaces

Because Grade 10 is not a major year of entry, the ratio of applicants to spaces depends entirely on the size of the previous class and how many families move in any given year. In recent years we have admitted anywhere from 15 to 20 percent of applicants to Grade 10. Other factors, such as the number of sibling applicants and the balance between boys and girls or language programs, can also influence admissions decisions. Numbers alone, therefore, may not represent the actual level of competitiveness of entry in a particular year.

### Late Applications – Local Families

Local families are expected to adhere to the admissions deadlines. Late applications from local families will not be considered in the first round of admissions decisions. Local families who have missed the standard admissions deadlines may contact Admissions for further instructions.

### Specific Information for International and Out-of-Town Applicants

Families who come to Washington due to relocation are strongly encouraged to arrange a campus visit whenever they are in the area. We are happy to try to plan individual tours for families who are not able to attend a scheduled small-group tour.

Admissions testing is required for all out-of-town applicants. Applicants will be tested in English and math, and for those with adequate background study, there will be placement tests in Spanish, French, Dutch, or Mandarin. These tests will be sent directly to the student's current school at the appropriate time after the application and the processing fee (\$75) have been received.

International and out-of-town families who have missed the standard admissions deadlines should immediately contact the Admissions Office at 202.243.1815 about space availability and completing the application process. The Admissions Office will accept and consider late applications from relocating families; however, because space may be limited, even successful applications may not result in placement in the desired grade. Families should actively seek admission to other schools in case a place cannot be offered at WIS.