

**WASHINGTON  
INTERNATIONAL  
SCHOOL**

PRIMARY SCHOOL  
1690 36<sup>th</sup> STREET NW  
WASHINGTON DC 20007  
PHONE 202.243.1815  
FAX 202.243.1807  
<http://wis.schooladminonline.com/portal>

**CHECKLIST AND INFORMATION**

APPLICANTS TO GRADE 4  
2018 - 2019

**Checklist**

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

Small-group tours for parents looking at Grades 1–5 are held on select mornings starting at 9:00 AM. The entire visit lasts roughly 1½ hours. Tours are conducted by members of the Admissions Team. Because tours tend to be parent focused, we ask that parents arrange to come without their children. An Open House will be held on Friday, December 8 as an overflow event to accommodate parents who have not had an opportunity to attend a small-group tour.

Tours are by appointment only and can be scheduled online at [https://wis.schooladminonline.com/portal/new\\_inquiry](https://wis.schooladminonline.com/portal/new_inquiry) or by calling the Admissions Office at 202.243.1815. The Primary School is located at 1690 36<sup>th</sup> Street NW (between Reservoir and R Street). On the day of your tour, please park on the street, as all the spaces on campus are reserved for faculty. Two-hour parking is available on 36<sup>th</sup> and R Streets.

**Submit an Application and Application Fee – due Friday, January 5**

You will use the online Admissions Portal to manage your application process. You can complete the application and pay the application fee at <https://wis.schooladminonline.com/portal>. Each application should be accompanied by 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 pay a reduced application fee of \$25.

**Schedule Admissions Testing – January 6 or 20 & February 6 (if applicable)**

Applicants to Grade 4 will have WIS-administered Admissions Testing in English and math. If the applicant is applying to one of the dual-language programs, a language screening in French or Spanish is also required. Admissions Testing for local applicants will occur on Saturday, January 6 or Saturday, January 20 and the language screening will take place on Tuesday, February 6. Parents of local applicants should schedule their child's testing dates on the Admissions Portal. Out-of-town applicants who are not able to visit WIS will provide testing contact information on the Admissions Portal and we will send Admissions Tests to the student's current school.

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

The Parent Questionnaire helps us to get to know your child from your perspective. The form is available online on the WIS Admissions Portal.

**Request a School Recommendation – due Thursday, February 1**

Submit a teacher recommendation request through the Admissions Portal. You will be required to provide the email address of the applicant's current teacher. To ensure confidentiality, the teacher recommendation will be sent directly back to WIS and will not be shared with the parents or students.

**Request School Grades and/or Reports – due Thursday, February 1**

Parents can download a Transcript Request Form from the Admissions Portal in order to request records from the applicant's current school. Please be sure to request grades and/or reports from both the current and previous school year. The current school will mail the reports directly to WIS.

**Submit WISC Test Results – due Thursday, February 1**

The WISC-V test (Wechsler Intelligence Scales for Children) or similar form of testing is required for Grade 4 applicants. Parents should upload the report directly to the Admissions Portal. See the WIS web site for a list of possible local psychologists/testing sites offering the WISC test. It is not required that you use one of the psychologists/testing sites from the list. Parents should try to secure the WISC in their child's strongest language. Early scheduling is strongly encouraged to ensure that your child's test results will be available no later than Thursday, February 1, 2018.

**Optional – Evaluations, Assessments, and Standardized Tests – due Thursday, February 1**

Parents may choose to supplement the application by submitting teacher evaluations, assessments, or other standardized test results. Supplemental material may be uploaded to the Admissions Portal.

**Optional - Parent Appointments**

Parents typically meet with the Director of Admissions and Financial Aid during their small-group tour. However, occasionally parents would like to speak with the Director on an individual basis to discuss a special situation or circumstances that require a one-on-one meeting. WIS does not require parent interviews. To schedule an individual appointment, please contact the Admissions Office at 202.243.1815.

**Decision Notification – emailed on Friday, March 2**

### Length of Day

Students in Grades 1-5 attend school from 8:25 AM to 3:35 PM – except on Wednesdays, when school ends at 2:45 PM. In Grade 4, children spend alternating days of academic instruction in English and French or Spanish.

### Financial Aid

WIS offers need-based financial aid for students in Kindergarten through Grade 12. Please consult the WIS website for additional information.

### Choice of Language Program

As a tool for intercultural understanding, language is an important component of the WIS curriculum. WIS graduates are proficient in at least one language in addition to English; many are functionally or fully bilingual. All students in Grades 1 through 12 study at least two languages, one of which is English. WIS does not offer an English-only program at any grade level. In Grade 4, WIS offers the following program choices:

- **Dual-Language Program in English/French** – Applicants are expected to be reading, writing, and speaking at grade level in French.
- **Dual-Language Program in English/Spanish** — Applicants are expected to be reading, writing, and speaking at grade level in Spanish.
- **French as an Additional Language Program (FAL)** — This program is open to beginning French learners, as well students who have some knowledge of French, but who are not yet ready to join the Dual Language Program. Grade-level proficiency in English is required.
- **Spanish as an Additional Language Programs (SAL)** — This program is open to beginning Spanish learners, as well students who have some knowledge of Spanish, but who are not yet ready to join the Dual Language Program. Grade-level proficiency in English is required.
- **English Language Support** — WIS also offers English as Additional Language support (EAL) for non-native speakers of English.

### Selection Process and Criteria

WIS's goal during the application process is to get a realistic understanding of each child's skill level, interests, and personality. We do this through the recommendation, the WIS Admissions Testing, the WISC-V assessment, school records, any standardized testing parents have had done (although this is not required), and the parent questionnaire. We expect children to be doing well in their current school, to have established strong reading, writing, and math skills, and to have solid work and study habits. WIS strives for both balance and diversity in each class, in accordance with the School's mission and strategic objectives.

### 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 should contact the Admissions Office for further instructions.

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

International and out-of-town applicants who have missed the standard admissions deadlines should immediately contact the Admissions Office at 202.243.1815 about space availability. The Admissions Office processes late applications from relocating families but cannot always admit qualified late applicants due to space limitations. Families should, therefore, actively seek admission to other schools at the same time as they complete the application process for WIS.

Applicant visits are encouraged, but can be waived if it is not possible for the applicant to come to Washington during the application process. However, it should be noted that preference will be given to applicants who have completed an Applicant Visit.

### Contact Information

WIS Admissions Portal: <https://wis.schooladminonline.com/portal>  
Schedule a Tour: [https://wis.schooladminonline.com/portal/new\\_inquiry](https://wis.schooladminonline.com/portal/new_inquiry)  
WIS Admissions Page: <https://www.wis.edu/admissions>  
Admissions Office: 202.243.1815  
Admissions E-mail: [admissions@wis.edu](mailto:admissions@wis.edu)