

# Instructions/Checklist for Applicants

Below are instructions and a checklist to help you complete the application process in a timely manner. If you have questions about any step in the process, please contact the Admission Office at 415.431.2736.

## Step One

Upon receipt of this packet, the following two forms should be completed with your current information and returned immediately together with the \$75 application fee:

- Part I: Parent Application (to be completed by the parent)**
- Part I: Student Application (to be completed by the student)**
- \$75 application fee**

## Step Two

By **January 15, 2009** submit the following documents to the high school office:

### **Student Letter**

All transfer students are asked to submit a letter to us a) stating why you would like to transfer to SFWHS and b) defining your commitment to complete your last years of high school here. Please submit an academic work sample as indicated in Part B of the Student Application.

### **Parent/Guardian Letter & Part II, Parent Biography of Student**

All parents/guardians of transfer students are asked to write a letter stating why you support your student's wish to transfer and how you will support his/her commitment to complete his/her high school education at SFWHS. Please submit a biography of your student as described in Part II of the Parent Application.

### **Transcript and Letters of Recommendation**

Submit the enclosed requests for transcript and recommendations to your current high school and teachers ASAP and ask them to forward these to us by the above date. If teachers are away, and you cannot get recommendations by the above date, please inform the teachers that your student's application is contingent upon their response being received no later than by **January 15, 2009**.

## Step Three

### **Schedule Visit and Interview**

Unless otherwise indicated, all transfer students are required to visit classes for 3 days during which time parent(s) will join the student for a 45-minute interview with the Admission Committee. Please contact the Admission Office and schedule this visit and interview.

**Questions? Call us at 415.431.2736**