



## DETROIT COUNTRY DAY SCHOOL ADMISSIONS PROCESS

Upon receiving an inquiry or online application, an admissions representative will contact you to discuss the admission process and answer any questions you may have. The following is a brief overview of the admission process.

To submit an online inquiry or application, please visit our website at [www.dcds.edu](http://www.dcds.edu) and click on the “Inquiry Form” or “Apply Online” button under Admissions.

### Lower School

Forms to be completed by parent(s):

- Application – completed online or hard copy
- Parent/Guardian Overview & Assessment
- Teacher Confidential Recommendation

Forms to be completed by personnel at the candidate’s current school:

- Release of Records Form from current school’s registrar

Please contact Barb McLaughlin at 248.430.2740, [bmclaughlin@dcds.edu](mailto:bmclaughlin@dcds.edu)

### Junior School

Forms to be completed by parent(s):

- Application – completed online or hard copy
- Parent/Guardian Overview & Assessment
- Teacher Confidential Recommendation

Forms to be completed by personnel at the candidate’s current school:

- Release of Records Form from current school’s registrar

Please contact Mary Moore at 248.430.3566, [MaMoore@dcds.edu](mailto:MaMoore@dcds.edu)

### Middle School and Upper Schools

Forms to be completed by parent(s) and candidate:

- Application - completed online or hard copy
- Parent/Guardian Overview and Assessment
- Candidate Statement & Fact Sheet completed by candidate

Forms to be completed by personnel at the candidate’s current school:

- English and Math Teachers’ Recommendations
- Counselor/Advisor/Principal Confidential Recommendation
- Other Significant Individual Confidential Recommendation
- Release of Records Form from current school’s registrar

Middle School: Please contact Sheila Wilson at 248.430.3655, [swilson@dcds.edu](mailto:swilson@dcds.edu)

Upper School: Please contact Michele Reimer at 248.430.3587, [mreimer@dcds.edu](mailto:mreimer@dcds.edu)

## **Entrance examination information:**

- **Lower and Junior School candidates:** All candidates applying to the Lower or Junior School are required to go through testing
- The testing is held at the Lower School campus on the following Saturdays:
  - January 30, 2015
  - March 14, 2015
- **Middle and Upper Schools candidates:** All candidates applying to the **Middle or Upper School** are required to take the **Educational Records Bureau Independent School Entrance Examination (ISEE) and the Otis-Lennon School Ability Test**. The candidate must pre-register for the Independent School Entrance Examination online at [www.iseetest.org](http://www.iseetest.org) and the tests are administered at the Upper School campus concurrently. A request to test individually, as a walk-in, can be made by contacting **Michele Reimer at mreimer@dcds.edu or 248.430.3587**.
- The tests are held at the Upper School Campus on the following **Saturdays from 8am to 12:00pm – Check-In begins at 7:45am:**
  - November 8, 2014
  - December 6, 2014
  - January 24, 2015
  - February 14, 2015
  - March 14, 2015
  - April 18, 2015
  - May 16, 2015

The examination fees are as follows:

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|---|-------|
| ▪ Pre-registration fee (three weeks or more before a Saturday test date): | \$100 |
| ▪ Less than three weeks prior to a Saturday test date:                    | \$120 |
| ▪ Walk-in individual testing:   | \$130 |

### **Interview**

Once the steps outlined above are completed, a personal interview with the candidate and his or her parents will be scheduled. The purpose of the interview is to get to know the applicant and to allow for questions from the family. Interviews generally take place Monday through Fridays from 8am to 5pm and last approximately 50 minutes.

### **Decision**

The family is informed as to the decision on admissibility after the interview and completion of the admissions process.