High School Placement Manual
Welcome and Introduction

The transition from Grade 8 to high school is a very exciting time for families. Over the next few months, you will have opportunity to find a school that will be your child’s home away from home for the next four years.

Finding a high school in New York City can be a confusing and stressful process, as families face hundreds of options. Questions about school size, tuition, tests to take, public school versus private school, and progressive education versus a more traditional approach, are just some of the issues families wonder about.

The TSC High School Placement (HSP) Office is here to support your family through the high school application process. We will work together to find the best possible high school fit for your child: a school that will match your child’s academic, social, and emotional needs along with your family’s values and financial resources.

This guide was created to help answer the big questions about the high school application process. The pages ahead provide an overview of the basic requirements needed for different types of high schools available to your child along with key dates and resources.

Please don’t hesitate to reach out with any questions you have.

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Eight Things to Know About High School Placement at TSC

1. Every child will get into a high school!

2. **We ask every family to apply to public schools.**

3. **Required school forms for the high school application process should only be submitted to the High School Placement Office.** This includes transcript release forms; teacher, counselor and principal recommendation forms; etc.

4. **Report card and transcript requests should be submitted to the High School Placement Office.** All schools require a transcript from TSC. The official transcript includes students’ 6th, 7th, and 8th grade midterm and final grades, and ERB test scores from each respective year. **The narrative report cards that are sent home to families should never be given to high schools in lieu of, or in addition to, a transcript.**

5. **Families are responsible for arranging exams for all non-public schools; scheduling tours and interviews for all schools; and submitting applications, portfolios, and graded writing samples.**

6. **Deadlines can make or break this process.** Additionally, we set earlier internal deadlines so the HSP Office can manage applications for the entire class with the highest level of care and integrity. Please respect them.

7. **The application process and notification dates for each category of school are different.**

8. **Communication is key to the process, and the HSP Office door is always open.** The HSP Office is located on the first floor, in the back of the Admissions Suite.
Preliminary Timeline: Important Dates

September

• The day after Labor Day: The high school placement process officially begins. Begin scheduling interviews, tours and open houses and registering your child for the ISEE, SSAT and TACHS exams.

• Third week of September: Grade 8 HSP Family Meeting.

October

• One of the last two weekends in October: SHSAT (Do not make plans for the entire weekend. The specific date for our school won’t be decided until a week before the exam.)

• Last Monday in October: FINAL list of independent school choices due to the HSP Office.

November

• Early Friday in November: TACHS exam for Catholic schools.

• Third Monday of November: Public school applications due to the HSP Office.

December

• Second Friday in December: All transcripts and recommendations for independent and boarding schools will be mailed from the HSP Office.
January

• Third week of January: Catholic high school decisions are sent home.

February

• Second week in February: Independent schools mail their acceptances.

March

• Early March: Public schools mail their acceptances.
• Second week of March: Boarding schools mail their acceptances.
• Public school second-round applications submitted (as needed).
Public Schools

New York City offers many different public high school choices. Options include performing arts schools, gifted and talented programs, and specialized high schools. The public school application process begins in September and decisions are shared with families in early March.

Each school has its own entry requirements based on class grades, test scores, attendance history and/or home address. Depending on the program, schools may also require an audition, letters of recommendation and/or an interview. If you need assistance in determining your priority level for a school, please ask.

Every student is eligible to take the Specialized High School Admission Test (SHSAT). The HSP Office registers students for the SHSAT. The Department of Education dictates which day students at The School at Columbia University may take this exam. Generally, the exam is offered during one of the last two weekends in October on either a Saturday or a Sunday.

The School at Columbia University strongly encourages each family to complete a public high school application. You may rank up to 12 public school choices in addition to the specialized schools and LaGuardia.

It is important to note that some selective schools have additional requirements that need to be met prior to the public high school application deadline in November. Additional requirements may include an application, in-house testing, a portfolio, essay, interviews, or auditions. Please review the website for each public school you are considering.
Specialized Programs

Eight schools require the SHSAT (only requirement for these schools):
• American Studies at Lehman
• Bronx Science
• Brooklyn Latin
• Brooklyn Tech
• High School for Mathematics, Science and Engineering
• Queens High School for the Sciences
• Staten Island Tech
• Stuyvesant

One specialized school requires an audition:
• LaGuardia

Ranked Schools

For schools that are ranked, different entrance criteria may be used to prioritize a student’s candidacy based on home address, class grades and exam scores, and attendance.
Independent Schools

There are many independent day schools in all five boroughs of New York City, as well as on Long Island, in Westchester, New Jersey and Connecticut. Independent schools may be single-sex, coed, and/or have a religious (Catholic, Jesuit, Quaker, etc.) affiliation. The independent school process begins in September and decisions are shared with families by mid-February.

Each independent school has its own application forms and will dictate their preferred method of submission (online versus paper). Many schools will send a paper version of an application if you call to request one. Some schools stop sending applications after receiving a certain number of requests so it is important to express your interest as soon after Labor Day as possible.

There are several components to the independent school application and each component may have its own deadline, so it’s important to be as organized as possible. Some schools will not schedule interviews for a family unless they have received specific parts of an application first. Each independent school’s admissions office operates slightly differently, so you should call schools you are interested in to confirm their requirements.

A typical application for an independent school usually includes the following:
- A parent statement
- A student statement
- A graded writing sample
- An application fee
- Teacher and counselor recommendation forms
- The SSAT or ISEE score report
- Attendance at a tour or information session
- An interview
- Completion of an SSS or TADS financial aid application (if applicable)

Students applying to independents schools must take the ISEE. Parents must register for this exam. It can be taken only once between September and December. It is important to request that all score reports be sent directly to each school to which your child is applying.
Boarding Schools

There are boarding school options in the Northeast, across the country and around the world. Some boarding schools offer seven-day programs while others have a five-day option. There are single-sex and coed boarding schools. The boarding school application process begins in September and decisions are shared with families in early March.

Boarding schools can offer a rigorous curriculum, strong sense of community and solid structure. Because students at boarding schools are all expected to participate in regularly scheduled daily activities, there may also be a great sense of discipline, camaraderie and engagement fostered.

The application process for boarding schools is similar to the process for independent schools. Because the location of some boarding schools may prohibit in-person visits or interviews, we may (with advance notice) be able to arrange Skype or telephone interviews from TSC. Students applying to boarding schools must take the SSAT. Parents must register for this exam. It can be taken more than once within a 12-month period ending in December of Grade 8. It is important to request that score reports be sent directly to each boarding school to which your child is applying.

While some boarding schools require an individual application, other boarding schools subscribe to a “common application,” also known as The Common App. The Common App allows your child to apply to several schools with one application, and then your family must provide supplementary responses to individual schools.

Families seeking tuition assistance must follow each school’s guidelines for completing a financial aid application. Many boarding schools use TADS or SSS for their financial aid applications.
Parochial Schools

Parochial schools offer religious education as well as traditional secular education. There are parochial schools in Manhattan, the Bronx, Brooklyn and Queens, as well as Westchester County. The parochial school application process begins in September, with decisions shared with families between late January and early February.

For Catholic schools, families must register for the TACHS exam. This exam is ONLY administered on one date in early November. Please note that applications to Regis (for boys) require an application and exam separate from the TACHS application process, and are due in early November. Please notify the HSP Office if you are interested in applying.

Each parochial school has a separate tuition assistance program and funding is often awarded on a first-come, first-served basis. It is important to contact the schools to find out about their scholarship programs and requirements.
Helpful Resources

Public schools

- For school directories, visit http://schools.nyc.gov/ChoicesEnrollment/High/Resources/default.htm
- For schools in your neighborhood, visit http://schools.nyc.gov/schoolsearch
- www.insideschools.org

Independent schools

- www.parentsleague.org
- www.sss.nais.org/parents
- https://erblearn.org/parents

Boarding schools

- www.ssat.org
- www.boardingschoolreview.com
- www.boardingschools.com

Parochial schools:

- www.tachsinfo.com
- www.archny.org
- www.adnyeducation.org/secondary/catholic-high-schools
- http://sspnyc.org/students/admissions/
High School Destinations for TSC Graduates

A. Philip Randolph Campus High School
Avenues: The World School
Andover Phillips Academy (MA)
Bard High School Early College - Manhattan
Bard High School Early College - Queens
Bayside High School
The Beacon School
Berkeley Carroll School
The Bronx High School of Science
Brooklyn Friends School
Brooklyn Latin School
The Calhoun School
Cardinal Hayes High School
Cathedral High School
Chapin School
Choate Rosemary Hall
Columbia Grammar & Preparatory School
Cristo Rey New York High School
The Dalton School
Dublin School (NH)
Dwight-Englewood School (NJ)
Emma Willard School (NY)
Ethical Culture Fieldston School
Frank McCourt High School
Frederick Douglass Academy
Friends Seminary
George School (PA)
Global Learning Collaborative
Grace Church School
Hackley School (NY)
Harvest Collegiate High School
The Harvey School (NY)
High School for Mathematics, Science and Engineering at City College
High School of Fashion Industries
High School of American Studies at Lehman College
High School of Art and Design
Horace Greeley High School
Horace Mann School
Jacqueline Kennedy Onassis
LaGuardia High School of Music & Art and Performing Arts
LaSalle Academy
Leadership & Public Service High School
High School Destinations for TSC Graduates, continued

Léman Manhattan Preparatory School
Little Red School House-Elizabeth Irwin
Loyola School
Manhattan Village Academy
The Masters School
Maybeck High School (CA)
Millennium High School
New Explorations into Science, Technology and Math High School
New Paltz High School
New York City Museum School
Nightingale-Bamford
Northfield Mount Hermon (MA)
Notre Dame Academy High School
Notre Dame Catholic High School (CT)
Packer Collegiate Institute
Phillips Exeter Academy (NH)
Poly Prep Country Day School
Professional Performing Arts High School
The Putney School (VT)
Regis High School
Riverdale Country School
Sacred Heart High School (NY)
Spence School
St. Ann’s School
St. Timothy’s School (MD)
St. Vincent Ferrer High School
Stuyvesant High School
Talent Unlimited High School
Trevor Day School
Trinity School
Urban Assembly Gateway School for Technology
Urban Assembly New York Harbor School
Urban Assembly School for Business for Young Women
Wellesley High School (MA)
Winston Preparatory School
Woodbridge High School (NJ)
Xavier High School
Young Women’s Leadership School