

**ADMISSIONS DEADLINES**

**Application Completion Deadline:** Thursday, January 12, 2023

**Admissions Notifications:** Tuesday, February 14, 2023

**Enrollment Agreement and Deposit Deadline:** Friday, March 3, 2023

Below are the steps necessary to complete your student’s application , with our recommended completion timeline. Please do not hesitate to call our Admissions team with any questions at 718 643 6302.

APPLICATION PROCESS	SUGGESTED TIMELINE	DATE
○ <b>Attended an Informational Event and/or Tour</b>	Strongly Recommended any time prior to Family Meeting Appointment	
○ <b>Submitted Online Application and Paid \$75 Non-refundable Application Fee</b>	Required to Proceed to Application Appointments. Due before <b>Thursday, January 12, 2023</b>	
○ <b>Provided Teacher Recommendation Form(s) to Current Teacher(s)*</b> <i>Grade 1: Classroom Teacher Recommendation</i> <i>Grade 2: Math Recommendation and English Recommendation</i>	Contact teachers upon application submission. <b>Due by Thursday, January 12, 2023</b>	Given to Teacher(s)
		Received at Admissions
○ <b>Provided Transcript / Record Request Form to Current School*</b>	Contact school upon application submission. <b>Due by Thursday, January 12, 2023</b>	Given to School
		Received at Admissions
○ <b>Scheduled and Completed Student Assessment</b>	Schedule upon application submission. Assessment and Family Meeting appointments can happen in any order. <b>Complete before Thursday, January 12, 2023</b>	
○ <b>Scheduled and Attended Family Meeting</b>	Schedule upon application submission. Assessment and Family Meeting appointments can happen in any order. <b>Complete before Thursday, January 12, 2023</b>	

*\*Please note, all records and recommendations must be sent directly from your student’s teachers and current school to BASIS Independent Brooklyn. Parents should not be sending these materials to BASIS Independent Brooklyn.*

In addition to the above required steps, we are happy to consider any supplemental material you would like to submit on behalf of your student. Examples include, but are not limited to: additional letters of recommendation from coaches or teachers, recordings from recitals, copies of certificates or awards won, art portfolios, and athletics achievements or highlight reels.

Please note that if you elect not to submit additional materials it will not have a negative impact on your student’s application.