

# The Lab School of Washington®

4759 Reservoir Road, NW, Washington, DC 20007 • 202/965-6600 • [www.labschool.org](http://www.labschool.org)

## ADMISSIONS PROCEDURE

The Lab School of Washington addresses the needs of children with average to superior intelligence who, through evaluation by a qualified specialist, have been determined to have or to be at risk for a specific learning disability.

**The Lab School's admissions procedure is described below:**

1. Parents unfamiliar with The Lab School can attend one of our **Information Sessions**, which are offered October - January. **Please call in October to register for a date.**
2. We accept applications at any time, as there occasionally may be mid-year openings. However, **the usual procedure** is to submit an application **as early as possible** in the fall for the following school year. It is to your advantage to apply as early as possible, as available spaces will diminish quickly. Applications received **after February 1<sup>st</sup>** will be reviewed, but may not be fully processed in time for a March decision.
3. Only when a **complete** application packet has been received can the Admissions Committee review the records. **If the student seems to be an appropriate fit for The Lab School program, s/he is invited for a classroom visit.** These parents will be sent a decision letter in late March.
4. Those applicants for whom the Lab School program is **not** appropriate will be notified as soon as possible after the Committee has reviewed their application materials. It is not part of The Lab School Admissions procedure to conduct post-decision discussions.
5. **We cannot process incomplete applications.** Please do not fax documents due to the sensitive nature of the material and because faxed copies are often unreadable. Please keep originals for your own files; any materials submitted to The Lab School remain part of our confidential records and we are unable to make any copies for you.
6. **We strongly suggest that you gather your documents, make necessary assessment appointments, AND SUBMIT YOUR APPLICATION as soon as possible.**
7. **A complete packet consists of the application form and the following documents:**
  - The complete report of a current **Psychoeducational Evaluation** (which must have been done within 2 years of submission of application)
  - Most recent **report card**
  - **If applying for 10<sup>th</sup>, 11<sup>th</sup>, 12<sup>th</sup> grades:**
    - most up-to-date **official** transcript (Lab School must receive by July 15<sup>th</sup> of entering year)
    - any standardized test reports (HSA, SOL, SSAT, PSAT, SAT, ACT)
    - Letter of Eligibility for Accommodations from: College Board or ACT if previously approved
  - **Student Strengths and Needs Profile** (included) completed by current teacher(s)
  - Individualized Education Plan (**IEP**) or **504** if applicable
  - Speech/Language and Occupational Therapy testing if applicable
  - Non-refundable **\$100 fee** (\$25 for re-applicants) to cover processing of the application and a review of the records
  - Recent **photo** of the student
8. Acceptance letters will be sent in March and a response is due two weeks following your receipt of the acceptance letter.
9. **All evaluations and materials included in the application are considered the confidential property of The Lab School of Washington and, as such, are discussed only with the members of the Admissions Committee.**
10. **The Lab School's programs and policies are applied with equal consideration to all of its applicants and students. Candidates are not discriminated against on the grounds of race, ethnicity, gender, religion, nationality, disability or any other status protected by law. The Lab School is not able to accommodate the needs of students with autism, Pervasive Developmental Disorder, or learning disabled students with secondary conduct disorders or severe psychiatric problems.**