

Applications Informational Letter

Thank you for your interest in Thomas Metcalf School. Under the direction of the Dean of the College of Education, Thomas Metcalf School continues the long tradition reflected in the four-part mission of the Illinois State University Laboratory Schools:

- *Provide a school in which excellence in education theory and practice can be observed, studied, and practiced by teacher candidates and other pre-service school professionals;*
- *Provide an environment in which research and development activities may be conducted;*
- *Provide a comprehensive, high-quality academic program for students;*
- *Promote effective high-quality education throughout the teaching profession and aid other educators in the process of improving the quality of education in their schools.*

This letter contains information regarding the application process. It is our hope that you will find our online application process straightforward.

Step 1: Compile Documentation

- **Report Card or Progress Summary** (for 1st – 8th grade applicants): Families should submit their child's most recent report card or progress summary with their student's application. Please have this documentation ready before you submit your application (whether online or via paper application) This is not the teacher's responsibility. However, if you no longer have a copy of these items, please ask your child's current school for help.
- **IAR or equivalent exam** (for 4th-7th grade applicants only): Families should submit their child's most recent exam results with their student's application. Please have this documentation ready before you submit your application (whether online or via paper application) This is not the teacher's responsibility. However, if you no longer have a copy of these items, please ask your child's current school for help.

Step 2: Complete Application

Applications can be found on the website or in the main office at Thomas Metcalf School. To access the online application, please go to the *Admissions* tab on the Metcalf website and click on *Apply* in the right-hand navigation menu. There you will find two application links; one for students applying to Kindergarten through 8th grade and one for students applying to Preschool. Please choose the appropriate link to submit your application. Use the upload option to submit your documents before clicking submit.

Should you not have access to the applications online, you may pick up a paper copy from the Metcalf office (weekdays 8am-4pm). Please keep in mind that you must complete a separate application for each child. It is also important to note that regardless of the method of application (online or paper) **the application must be received no later than 4:00p.m. on March 1, 2025.**

Step 3: Wait for Results & Next Steps

If your child's application is selected, you will be notified of a conditional admission status and the next steps will occur:

- Any child conditionally selected for admission to Kindergarten or Preschool will need to complete a Dial 4 screening before final admission is granted.
- Any child conditionally selected for admission to 1st – 8th grade will need to sign up for a shadow day and meet with a member of our administration team. Teacher questionnaires will also be sent to the child's current teacher before final admission is granted.

At Metcalf, we may not be able to offer all special education options available in other schools, so it is important for us to determine whether we are the best placement for your child through these next steps.

Final admission decisions will be in writing, not by telephone or email, and will be mailed via U.S. Postal Service on or before April 15, 2025.

Open House

We invite you to join us at our **Open House Thursday, February 13, 2025, at 6:00p.m.** The informational presentation and QA session starts at 6pm. Student led tours will be offered every 10 minutes between 6:30 & 7:20pm. You do not have to be present for the informational session to take a tour. Come when you can.

If you have any further questions, please call our office at (309)438-7621 or log on to our website at www.metcalf.illinoisstate.edu and go to the admissions tab.

Frequently Asked Questions

If I turn in my application first, will my child be first on the list?

No. Every completed application that is submitted before the deadline will be considered equally, not on a first come, first serve basis.

How are admission decisions made?

- 1) Applications are sorted by three different variables and are considered/reviewed in this order:
 - a. Those with parents/guardians employed at Metcalf/UHigh
 - b. Those with siblings already enrolled at Metcalf
 - c. All other applicants
- 2) All applications and supplemental documents, regardless of which category they are in, are processed to remove all identifying information.
- 3) Applications and documents are then given to the selection committee and pulled using a blind draw process until all open spots are filled.

Do ISU employees get priority consideration for admission?

Not necessarily. Priority consideration is given to employees of the ISU Laboratory Schools (Metcalf and UHigh) as well as to siblings of students already enrolled at Metcalf. All other applicants share equal consideration.

Will my preschooler be automatically enrolled into Kindergarten next school year?

Admission to Kindergarten is not automatic. If you are interested in having your child attend Metcalf for K-8th grades, you will have to reapply.

If my child is not selected for admission, will they be placed on a wait list?

Should a spot open up after the regular admission process has been completed, alternates are selected using the same blind pull process. If this should happen, and your child's application is selected, the Metcalf office staff will reach out to your family via phone and email.