

The
Waldorf School
of Saratoga Springs

**High School Foreign Language
Exchange Program**

Welcome to the Waldorf School of Saratoga Springs!

It is our pleasure to send you an application to our school for our Foreign Exchange Program. Please find below details concerning our Student Exchange application. We have designed a process simple to understand and use, and will be happy to assist you in securing an exchange experience.

Please review this process carefully and familiarize yourself with the required steps. Due to visa and legal requirements, we will not be able to proceed if the application is incomplete and documents are missing. Some of the documents are to be filled out by the student or their family and sent directly to us. Other documents will have to be processed by your current Math and English teachers, and your class advisor. This process may take longer than you expect.

As a school approved to accept foreign students, we can provide students who are accepted to our program with the paperwork needed to apply for a student (F-1) visa - we encourage you to begin your application as soon as possible so as to not delay your visa application, which itself may be quite lengthy. We ask that you send your application only when you have gathered all documents. It is the responsibility of the exchange student's family to apply for and obtain the proper documents to travel to and stay in the United States.

New York State requires that all students be immunized according to the State standards, which may be different from your home country. Please include the student's vaccination records with the application materials so that we may review them and let you know if the student requires additional vaccinations to attend school in New York State. If the student does not have the required immunizations, they will not be allowed to attend school per New York State law.

We prefer receiving your application by fax at (518)581-1466 or email to admissions@waldorfsaratoga.org in order to avoid possible delays or loss in mail. Again, we are looking forward to welcoming you in beautiful Saratoga Springs, and to our Waldorf School.

With best regards,

Katherine Scharff
Administrative Manager

Enclosed Application documents

1. Application for Admission
2. Student Questionnaire
3. Parent Questionnaire
4. Request for school transcripts of your schoolwork from your last school year.
5. Request for letter of recommendation from your Class Advisor
6. Math Teacher Reference
7. English Teacher Reference

The
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Fremdsprachen Austausch Program der Oberstufe

Herzlich Willkommen zu der Waldorf Schule in Saratoga Springs!

Es ist uns eine Freude Ihnen ein Anmelde Formular für unser Fremdsprachen Austausch Program zu senden.

Bitte finden Sie die Einzelheiten für unser Schüler Austausch Program unten aufgeführt. Wir haben es aufgebaut um es einfach zu verstehen und anzuwendend und selbstverständlich helfen wir auch gerne, damit der Vorgang ohne Schwierigkeiten bewältigt werden kann.

Bitte folgen Sie den Anleitungen, denn durch Visa und legale Vorschriften werden wir nicht in der Lage sein ein unvollständiges Formular zu bearbeiten. Einige Dokumente werden direkt an uns zurückgeschickt und andere müssen direkt von Ihrem Mathematik und Englisch Lehrern und Ihrem Klassen Betreuer bearbeitet werden. Dieses kann oft ein langer Vorgang sein, somit bitten wir das Sie frühzeitig damit beginnen, damit es keine zeitlichen Schwierigkeiten mit dem Visum gibt. Aus diesem Grund schicken Sie uns bitte nur Ihr Anmeldungs Formular wenn Sie alle Dokumente zusammen habe.

Wir würden gerne Ihre Unterlagen per Fax bekommen (518) 581-1466 um den Prozeß so schnell wie möglich zu beginnen.

Wir freuen uns Sie bald an unserer Schule und im schönen Saratoga Springs begrüßen zu können.

Mit freundlichen Grüßen,

Anne Maguire
Enrollment Director

Beiliegende Formulare

1. Anmeldungs Formular
2. Schüler Fragebogen
3. Eltern Fragebogen
4. Anfrage für Zeugnisse aus der Oberstufe
5. Empfehlungs Brief des Klassen Betreuers
6. Empfehlung vom Mathematik Lehrer
7. Empfehlung vom Englisch Lehrer

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Concernant l'Inscription au Programme d'Echange linguistique

Bienvenue au lycée de l'école Waldorf de Saratoga Springs!

C'est avec grand plaisir que nous vous faisons parvenir le formulaire d'inscription au programme linguistique de notre lycée. Nous avons conçu ce formulaire avec simplicité et efficacité à l'esprit, et espérons que ce processus vous sera aisé. Nous sommes à votre disposition pour toute information complémentaire, n'hésitez pas à nous contacter.

Nous vous prions de vous familiariser avec tous les documents relatifs au formulaire d'inscription, afin de pouvoir nous faire parvenir toutes les pièces en même temps. Etant soumis aux régulations de l'émigration américaine, nous ne pourrions pas procéder à l'inscription avant d'avoir reçu toutes les informations requises. Nos formulaires sont en langue Anglaise de manière à pouvoir être traités par nos professeurs de lycée sans avoir besoin d'avoir recours aux services d'un traducteur. Nous espérons que vous n'aurez pas de difficultés à cet égard.

Certains documents sont à nous transmettre directement, d'autres devront être envoyés par les professeurs de mathématiques et d'anglais, ainsi que par le professeur de classe. Il se peut que ces derniers prennent un peu plus de temps, et nous vous encourageons à commencer votre inscription aussitôt que possible afin de ne pas retarder votre demande de visa. Cette dernière étape peut être assez longue. Nous préférons recevoir vos documents d'inscription par fax au (518) 581-1466 afin de minimiser les délais postaux.

Nous nous réjouissons d'accueillir votre enfant dans notre lycée, et restons à votre disposition pour tout renseignement complémentaire.

Anne Maguire
Enrollment Director

Documents inclus et requis pour l'inscription

1. Questionnaire Etudiant
2. Questionnaire Parent
3. Demande de bulletins scolaires des trois années précédentes
4. Lettre de recommandation du professeur de classe
5. Référence du professeur de mathématiques
6. Référence du professeur d'anglais

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Application for Admission

Please answer all questions and return this form together with the Parent Questionnaire to:

The Waldorf School of Saratoga Springs
Enrollment Director
62 York Avenue
Saratoga Springs, NY 12866 USA
Phone: (518) 587-2224 Fax:(518) 581-1466

I. Applicant Information

First name Middle name Last name Preferred name or nickname

Date of birth (m/d/y) Age M/F Country of citizenship/birth ()
Phone Number

Address /Street City State Zip/Postal code Country

Current grade Current school/name and address Grades and dates attended

Previous schools attended	Address	Dates attended	Reasons for leaving

Applying to (please check as appropriate):

2-year-old Program

3-4 year-old Preschool Program: 4-day 3-day

Kindergarten (ages 4½ to 6) Forest Kindergarten (ages 3 to 6) Grade:_____

Applying for admission during the _____ academic year.

Has applicant applied to WSSS previously? Yes No

In what school district do you reside (where do you pay *school* taxes)? _____

Will applicant ride public school bus? (available within 15 miles radius) Yes No

How did you hear about our school? _____

II. Family Information

Mother/Stepmother/Guardian (Please specify)

Father/Stepfather/Guardian

Name _____

Address _____

City, State, Zip _____

Home Phone _____

Fax _____

Email _____

Occupation _____

Work Phone _____

Employer _____

Business Address _____

III. Siblings

Names

Ages

School Currently
Attending and Grade

Applying
to WSSS?

IV. Additional Information

Please provide any additional information about your child that you believe we should know:

Please bring the following documents with you to the interview:

Copy of last report card

Copy of immunization records

Signature of Parent(s) or Guardian(s)

Date:

5. How do you think hosting an exchange partner will affect your daily life?

6. Describe the ways in which you will be a good host, possibly making personal sacrifices to accommodate your exchange partner's needs, making sure he or she feels well taken care of and not neglected?

7. Describe the ways in which you will be a good guest, showing appreciation for your host family and their environment, tidying after yourself, complying with the rules of your host family such as curfews, helping with chores?

8. Describe a situation where you have had to adapt to a new situation and change your habits.

9. Are you aware that the exchange might be terminated if you were to not abide by the host school's policies and rules?

10. What do you do in your free time?

11. What interests do you search for in new friends?

12. Do you consider yourself a flexible person? Please elaborate

13. Do you have siblings?

14. Do you get along well with members of your household?

15. What activities do you like to do with your family?

16. Do you prefer being by yourself, with friends, or with your family?

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**High School Foreign Language
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Parent Questionnaire

Applicant's name: _____ Applying for Grade: _____

To help us know your son or daughter, please give us your frank and complete response to the following:

1. Tell us about your son or daughter. This may include a brief history of early childhood events, sibling relationships, school experiences, and other details as age appropriate
2. Please describe any circumstances in your son's or daughter's home, family, school, or environment, which may have had supportive or negative effects on his or her personal and school life.
3. Has your son or daughter ever had any serious physical condition, illness or injuries? If so, please describe (*please indicate the year these occurred*).
4. Please describe any prior special needs of your son or daughter. For example, has there been any learning difficulties, emotional or behavioral difficulties, previous counseling?

5. Please add any information you think would help us in reaching a decision on admission or in helping your son or daughter as an exchange student of our school.

6. Why would you like your child to go on a foreign exchange?

7. We find that qualities such as flexibility, openness, and solid interest in schoolwork to be most beneficial for an exchange. What qualities does your child possess that would allow for a successful exchange?

8. What does your child do in their free time?

9. Do you have a clear understanding that the exchange may be terminated if your child is engaged in activities or behavior that is incompatible with a successful exchange?

Parents' Signature: _____ **Date:** _____

Please return to:

The Waldorf School of Saratoga Springs
Anne Maguire, Enrollment Director
62 York Avenue
Saratoga Springs, NY 12866 U.S.A.

Phone: (518) 587-2224 Fax: (518) 581-1466
admissions@waldorfsaratoga.org

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Request for Transcript and Records

Date: _____

To: _____

Address and/or fax number: _____

To Whom It May Concern:

The following student(s) are now applying to the Waldorf School of Saratoga Springs:

_____ Grade _____
_____ Grade _____
_____ Grade _____

Please send a copy of all records, including health and test records, for the above student(s) to:

Waldorf School of Saratoga Springs
Attn: Anne Maguire, Enrollment Director
62 York Avenue
Saratoga Springs, NY 12866 U.S.A. Or fax to: 518-581-1466

If you have any questions, please call Anne Maguire at (518)-587-2224.

Parent Authorization for Release of Records

I hereby authorize the release of an official transcript, test records and health records regarding my child(ren) listed above to the Waldorf School of Saratoga Springs.

It is understood that such release shall include only that information which is necessary and pertinent, and that all such information shall be treated in a professional and confidential manner.

Signature: _____

Relationship: _____

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Request for Recommendation of Class Advisor

Please forward this request to your class advisor.

Dear Class guardian or advisor,

_____ is applying to the Waldorf School of Saratoga Springs' foreign language

Applicant's name

exchange program. As part of our exchange program application, we request that the student's class guardian or advisor write a letter of recommendation regarding this student's ability to participate in such a program.

Thank you for faxing or emailing your letter to the number indicated below. Faxing or emailing your document versus sending it through regular postal mail will save this student considerable and valuable time.

Thank you for your consideration, and with warm regards,

Anne Maguire
Enrollment Director

Please send records to
The Waldorf School of Saratoga Springs
Anne Maguire, Admissions Coordinator
62 York Avenue
Saratoga Springs, NY 12866 U.S.A.

admissions@waldorfsaratoga.org
Phone: (518) 587-2224 Fax: (518) 581-1466

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Math Teacher Reference

Please forward this request to your Math teacher

Dear Math Teacher,

_____ is applying to the Waldorf School of Saratoga Springs' foreign language exchange program. As part of our exchange program application, we request that the student's Math teacher sends us a reference regarding this student's ability to participate in such a program. Please fill out both sides of this document, and return to us as promptly as possible.

Thank you for faxing or emailing your letter to the number indicated below. Faxing or emailing your document versus sending it through regular postal mail will save this student considerable and valuable time.

Thank you for your consideration and with warm regards,

Anne Maguire
Enrollment Director

Please send reference to:
The Waldorf School of Saratoga Springs
Anne Maguire, Admissions Coordinator
62 York Avenue
Saratoga Springs, NY 12866 U.S.A.

admissions@waldorfsaratoga.org
Phone: (518) 587-2224 Fax: (518) 581-1466

Math Teacher Reference

Date _____ Teacher's name _____

School _____ Phone (____) _____

Address _____

Applicant's name _____ Current Grade _____

How long have you been working with this student? _____

Course title _____

Brief course description of courses covered in the high school.

To what extent does the student rely on memory versus conceptual processes?

Have absences in any way affected the student's classroom performance?

What courses, if any, would you recommend for this student in the coming year?

Applicant's Name: _____

	In regard to presence in class	Excellent	Good	Fair	Poor
1.	Class participation				
2.	Completion of homework				
3.	Ability to work independently				
4.	Desire to seek extra help				
5.	Intellectual curiosity				
6.	Attention during class				
7.	Motivation and effort				
	In regards to mathematical skills	Excellent	Good	Fair	Poor
8.	Computational accuracy				
9.	Computation speed				
10.	Mastery of concepts				
11.	Problem solving strategy				
12.	Mastery of basic math facts				
	In regards to future work in mathematics	Excellent	Good	Fair	Poor
13.	Potential for intellectual growth				
14.	Desire for knowledge				
15.	Current level of achievement				
	In regard to character	Excellent	Good	Fair	Poor
16.	Honesty and integrity				
17.	Maturity				
18.	Consideration for others				
19.	Leadership ability				

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English Teacher Reference

Please forward this request to your English teacher

Dear English Teacher,

_____ is applying to the Waldorf School of Saratoga Springs' foreign language exchange program. As part of our exchange program application, we request that the student's English teacher send us a reference regarding this student's ability to participate in such a program. Please fill out both sides of this document, and return to us as promptly as possible.

Thank you for faxing or emailing your letter to the number indicated below. Faxing or emailing your document versus sending it through regular postal mail will save this student considerable and valuable time.

Thank you for your consideration and with warm regards,

Anne Maguire
Enrollment Director

Please send reference to:

The Waldorf School of Saratoga Springs
Anne Maguire, Admissions Coordinator
62 York Avenue
Saratoga Springs, NY 12866 U.S.A.

admissions@waldorfsaratoga.org
Phone: (518) 587-2224 Fax: (518) 581-1466

Date _____ Teacher's name _____

School _____ Phone (____) _____

Address _____

Applicant's name _____ Current Grade _____

How long have you been working with this student?

Please evaluate this student's performance in the following areas:

-Vocabulary (oral and written)

-Writing: Sentence structure, clarity of style, organization of ideas, spelling, grammar, and punctuation

-Reading: Flow, accuracy, ability for interpretation

How is this student's overall performance relative to his or her ability?

Describe this student's class participation and working relationship:

with other students

with adults

What do you perceive as this student's greatest strength in English?

What do you perceive as this student's greatest need in English?

Teacher's signature_____

Date__/__/__