



August 2011

Dear Prospective Student and Parent:

Thank you for your interest in New Roads School for the 2012/13 school year. We hope the materials enclosed will help you in your choice. Finding the right school can be both exciting and challenging. We know that the printed word can certainly help, but that it is never a substitute for spending time and visiting. We encourage you to sign up early for an Open House.

Schools, like homes, have their unique charms and personalities. Some will make you want to move right in, others will send you running for the door. New Roads is not for everyone. Our community is culturally and economically diverse, our teachers enthusiastic, demanding and passionate, and our program challenging, interesting and fun. Our standards are high, and demands rigorous, but they are not always 'bookish' or textbook-driven. We believe young people learn far more effectively when asked to solve complex puzzles and reflect thoughtfully on their work than when asked simply to recall. To be sure, students are tested and asked to learn skills and competencies fundamental to success at school. But we ask more.

Admission to New Roads School is based upon our assessment of a young person's ability to flourish in our educational program and an indication that both student and school community would benefit from his or her enrollment. As such, entry to New Roads is not simply a game of numbers. We welcome students from diverse backgrounds -- students with a range and depth of interests and talents, curiosities and enthusiasms.

Enclosed you will find application materials to begin the admissions process. We encourage you to come to an Admissions Open House and speak with current students, parents, and faculty to get a sense of the place. As soon as practicable, we will schedule an interview for all viable candidates whose application files are complete by our deadline.

We understand how difficult this process can be for young people and families, and we try to make it as comfortable as possible. Thank you again for your interest. We look forward to meeting your family.

Warmly,

David Bryan
Head of School



August 2011

Dear Applicant Families,

As independent schools, we are varied in our educational philosophies and programs but united in our commitment to ethical practices in our admissions offices. The Heads of the undersigned Los Angeles schools have developed the following principles of good practice for K – 12 admissions:

In order to minimize timing dilemmas for applicant families, we have agreed to these common notification and reply dates for fall 2012 admission:

Grades 9-12: Notification letters will be mailed on March 9, 2012
Replies will be due on March 27, 2012

Grades K-8: Notification letters will be mailed on March 23, 2012
Replies will be due on April 2, 2012.

We share an interest in making the independent school application experience as informative and enjoyable as possible. And we are joined in our conviction that the independent school world can offer unique and rich educational opportunities for young people.

Sincerely,

Office of Admissions

Abraham Joshua Heschel Day School
Adat Ari El Day School
The Archer School for Girls
Berkeley Hall School
Beth Hillel Day School
Brawerman Elementary
Brentwood School
The Buckley School
Carlthorp School
Calvary Christian School
Campbell Hall
The Center for Early Education
Chadwick School
Chatsworth Hills Academy
Children's Community School
The Country School
Crossroads School
Curtis School
Echo Horizon School
Harvard-Westlake School
Heschel West
Hollywood Schoolhouse
The John Thomas Dye School
Kadima Hebrew Academy
Laurence School
Los Encinos School
Marlborough School
Marymount High School
Milken Community High School

The Mirman School
New Roads School
The Oaks School
Oakwood School
Pacific Hills
The Pegasus School
Pilgrim School
Pressman Academy
PS#1 Elementary School
Seven Arrows Elementary School
Sierra Canyon School
Sinai Akiba Academy
Stephen S. Wise Elementary School
St. James' Episcopal Day School
St. Matthew's Parish School
Temple Israel of Hollywood Day School
Turning Point School
Valley Beth Shalom Day School
Viewpoint School
Village School
Vistamar
The Wesley School
Westerly School of Long Beach
Westland School
Westside Neighborhood School
Westside Waldorf School
Wildwood School
The Willows Community School
Windward School



ADMISSIONS INSTRUCTIONS – 2012/13

FOR ALL APPLICANTS:

APPLICATION FEE

A processing fee of \$125.00 is due when the application is returned. This fee is non-refundable and does not, in the case of acceptance, apply toward tuition. (If payment of the fee is a hardship, the applicant should speak privately to the Head of School *before* submitting application. Applications submitted without fee or approved waiver will not be processed).

APPLICATION FOR ADMISSION (All Grades)

This 4-page application, including a photo of your child, should be completed by the parent(s) and returned to us by **January 20, 2012**

CONFIDENTIAL TEACHER RECOMMENDATION (Grades 1st – 12th)

Two (2) teacher recommendations are required. Teachers completing these forms must have taught the student within the last two years.

CONFIDENTIAL ADMINISTRATIVE EVALUATION (Grades 1st – 12th)

This form must be completed by the Head of School, Principal, Academic Counselor/Dean, or other appropriate school administrator and returned to us.

FINANCIAL INFORMATION

Please read this sheet for information about tuition, fees, fund raising programs, and the Plant and Grounds Fee.

FINANCIAL AID INFORMATION

New Roads School is committed to designating funds from its annual operating budget to financial aid. Please read this sheet for information about applying for financial aid.

PARENT FINANCIAL STATEMENT (PFS)

If you wish to apply for financial assistance, please fill this form out completely, and return it with a copy of your 2011 federal income tax return and a *signed but undated* IRS Form 4506 (included in packet).

REQUEST FOR RECORDS/TRANSCRIPTS (records for ES applicants; transcripts for 6th-12th applicants)

Parents, please sign this form and deliver it to the school your child currently attends. It is expected that the school will send us a complete transcript, including the most recent grades, and that the school will send us end-of-semester grades when they become available.

FOR ELEMENTARY SCHOOL APPLICANTS ONLY:

APPLICATION FOR ADMISSION ADDITIONAL INFORMATION (Grades Pre K – 5th)

Parents applying for Pre K-5th grade must fill out this sheet as well as the Application for Admission.

STUDENT QUESTIONS (Grades 1st – 5th)

This section is to be hand written by the applicant and returned with the application.

CONFIDENTIAL ADMINISTRATOR EVALUATION (Pre K and Kindergarten only)

This form must be completed by the administrator from you child's preschool.

FOR MIDDLE AND HIGH SCHOOL APPLICANTS ONLY:

STUDENT ESSAY AND QUESTIONS (Grades 6th through 12th)

This section is to be written by the student, in his/her own words, and returned with the application.

ISEE (Independent School Entrance Exam)

All applicants for grades 6 through 12 must take this examination. Please read the enclosed ISEE booklet for details, times, dates, and locations of testing. Registration applications are found in the test booklet. Please use the envelope that is provided and register directly with ERB (Education Records Bureau).



Date received _____
Fee Paid _____
(office use only)

APPLICATION FOR ADMISSION – 2012/13

To be completed by parent(s)

Please attach a recent photo of applicant. This is important. Your application will not be processed without this.

Applicant's Name _____ Date of birth _____ Gender _____
(first) (middle) (last)

Grade applying for _____ If applying for Middle School, please check one campus: Malibu _____ Santa Monica _____

Applicant's address _____
(street) (apt. no.)

_____ (city) (state) (zip code)

Home telephone _____ Applicant's cell phone _____

U.S. Citizen Yes _____ No _____ If "No" please explain: _____

Applicant lives with:

• Name _____ Relationship _____

Employed by _____ Occupation _____

Address _____ Work Phone _____

Cell Phone _____ Email address _____

• Name _____ Relationship _____

Employed by _____ Occupation _____

Address _____ Work Phone _____

Cell Phone _____ Email address _____

New Roads School, a California non-profit organization, admits students of any color, national or ethnic origin, religion or creed to all rights, privileges and activities generally accorded or made available to students at the school. It does not discriminate on the basis of color, national or ethnic origin, gender, sexual orientation or creed in administration of its educational policies, admissions policies, financial aid and loan programs, and athletic and other school administered programs.

If parents live apart, please supply the address of the parent who is not a part of the primary household.

Name _____ Relationship _____

Home address _____ City _____ State _____

Zip code _____ Home telephone _____ Cell Phone _____

Employed by _____ Occupation _____

Address _____ Work Phone _____

Email address _____

Please list the siblings of the Applicant.

Name _____ Age _____ Grade _____ School _____

Name _____ Age _____ Grade _____ School _____

Name _____ Age _____ Grade _____ School _____

Name _____ Age _____ Grade _____ School _____

Please list the Applicant's grandparents.

• Name _____ Relationship _____

Address _____ City _____

State _____ Zip code _____ Home telephone _____

• Name _____ Relationship _____

Address _____ City _____

State _____ Zip code _____ Home telephone _____

Applicant's current school.

Name _____ Years attended _____

Address _____ City _____

State _____ Zip code _____ Telephone _____ Fax _____

Applicant's previous schools:

_____	Years _____	Grade _____
_____	Years _____	Grade _____
_____	Years _____	Grade _____

Please list names of the other schools to which applicant is applying:

1. _____	4. _____
2. _____	5. _____
3. _____	6. _____

Has the applicant applied to New Roads School previously? _____ If yes, when and with what result?

Please describe any special circumstances, learning differences, or the like which may have affected your child's school experience in the past or may do so in the future.

In what ways do you imagine your child contributing to the New Roads Community?

In what ways would your family contribute to the New Roads Community?

How did you become interested in and/or hear about New Roads School?

FINANCIAL AID

New Roads School awards financial aid on the basis of need and availability of funds. Application for financial aid has no bearing on admission decisions.

_____ Check here if you would like to apply for financial aid. Please *completely* fill out the PFS (Parent's Financial Statement) included in packet, and return it with a copy of your 2011 federal income tax return, and a *signed but undated* IRS Form 4506 (included in packet). PFS's submitted without these items will be placed in a pending file and will not be reviewed by the Financial Aid Committee until these items are received.

Name of financially responsible parent(s) or guardian _____

Billing address: _____

I hereby apply for a place for my son/daughter _____ (name) at New Roads School for the year 2012/13. Enclosed is my non-refundable check for one hundred twenty five dollars (\$125) with the completed application.

Date _____ Signature _____

Please respond to the following:

I wish school was more: _____

and less: _____

I wish my parents: _____

I wish my friends: _____

I wish I: _____

Please list your involvement in the following:

Athletics: _____

Clubs: _____

Music, art, dance etc. _____

Other activities: _____

My strengths in school: _____

My challenges in school: _____



Grades Pre K- 5th (Only)

APPLICATION FOR ADMISSION ADDITIONAL INFORMATION – 2012/13 (To be completed by parents)

APPLICANT'S NAME: _____ GRADE APPLYING FOR: _____

In what type of school environment would your child thrive? _____

What subjects/activities does your child most enjoy at school? _____

Describe outside interests and activities: _____

How does your child relate with other children? _____

Please comment on his/her physical abilities: _____

Please mention any significant events/milestones/traumas in your child's early development: _____

Does applicant have any special physical, academic, emotional/social needs or difficulties that should be taken into account when planning his/her program? Yes _____ No _____
If yes, please explain:

For Pre Kindergarten and Kindergarten Applicants: At what age did your child first walk? _____ Talk? _____

Are you interested in After School Care? Yes _____ No _____



PRE KINDERGARTEN AND KINDERGARTEN (ONLY) – 2012/13 CONFIDENTIAL TEACHER/ADMINISTRATOR EVALUATION FORM

APPLICANT'S NAME: _____

CANDIDATE FOR GRADE _____ ENTERING IN SEPTEMBER OF _____

Name and title of person completing form _____

School Name _____ Telephone () _____

How long have you known the applicant and in what capacity? _____

Dear Teacher or Administrator:

We appreciate the time and effort you will spend completing this form. Your thoughts and candid comments are very important to us as we make admissions decisions. We realize that we may be asking you to put difficult information in writing, but know that your professional comments will be held in complete confidence.

SOCIAL AND EMOTIONAL DEVELOPMENT

(1- Mature; 2- Age-appropriate; 3- Needs Development)

- | | | |
|----------------------------|-------------------------------|--------------------------|
| ____ Listens | ____ Exhibits self-confidence | ____ Cooperates |
| ____ Relates well to peers | ____ Relates well to adults | ____ Handles frustration |
| ____ Handles conflicts | ____ Separation from parents | ____ Communicates needs |

PHYSICAL DEVELOPMENT

(1- Mature; 2- Age-appropriate; 3- Needs Development)

- ____ Small Muscle Control ____ Large Muscle Control

Does the child have any physical limitations? ____ Yes ____ No

If yes, please explain:

(over)

ACADEMIC DEVELOPMENT

What are the child's favorite interest areas?

Does this child exhibit interest in cognitive areas? Yes No (If yes, how?)

Does the child print his/her first name? Yes No

Does the child speak clearly? Yes No

Does the child focus and work well independently? Yes No

Does the child focus in a group learning situation? Yes No

PERSONAL CHARACTERISTICS

Please indicate ways in which this child is unique. Describe the child's independence, resourcefulness, creativity, sense of self, etc. We welcome any information which would assist us in knowing this child.

Describe parent(s) expectations for the child. Are they realistic?

Are the parents cooperative with your school's rules and with the faculty and administration? Please explain.

Are the parents involved in your school? Do they communicate regularly and attend functions?

Signature

Date



STUDENT QUESTIONS – 2012/13 (Grades 1st – 5th only)

TO BE HAND WRITTEN BY THE APPLICANT.

Applicant's full name _____

Grade applying for _____ Entering in September of _____

How would you describe yourself as a student?

What are your favorite things to do outside of school? What do you enjoy about these activities?

Some of my favorite books are

The quality I like best about myself is

Tell about someone you admire and why.

If I had a day to do anything I wanted, I would

The most important thing I ever learned is



CONFIDENTIAL ADMINISTRATIVE EVALUATION – 2012/13 (Grades 1st – 12th)

APPLICANT'S NAME: _____

CANDIDATE FOR GRADE _____ ENTERING IN SEPTEMBER OF _____

New Roads School was created by a broad-based group of educators and community leaders, and is dedicated to academic excellence, to diversity, and to the greater community. The school combines a quality academic program with both innovative and substantial programs in the arts, environmental studies, computer skills, community service, human development, and physical growth.

Name and title of person completing form _____

School Name _____ Telephone() _____

How long have you known the applicant and in what capacity? _____

What are a few words that come to mind when thinking about this applicant? _____

Please fill out both sides of this form so that we may learn more about this applicant and his or her family. In thinking of the student, please comment on his or her contribution to your school community and potential for leadership. Also, please explain the ways in which the family supports the child and the policies of your school.

RECOMMENDATION:

	Enthusiastically	Strongly	Moderately	With Reservation	Not Recommended
Academic Potential:					
Personal Promise:					
Overall:					

(over)

APPLICANT INFORMATION

Academic achievement

- below expectations
- better than tests
- good
- outstanding

Conduct

- poor
- occasional misconduct
- usually good
- good conduct

Integrity

- questionable
- usually trustworthy
- trustworthy
- highly developed

Considerations of others

- rarely considerate
- usually considerate
- considerate
- extremely thoughtful

Social adjustment with peers

- relates poorly
- occasional problems
- usually relates well
- healthy relationships

Stability

- easily frustrated
- seeks much attention
- somewhat tense
- stable

Signature of Administrator

Date _____

FAMILY INFORMATION

Communication with school

- rarely
- sometimes
- usually
- always

Attendance at school functions

- rarely
- sometimes
- usually
- always

Cooperation with school rules

- rarely
- sometimes
- usually
- always

Cooperation with faculty/administration

- rarely
- sometimes
- usually
- always

Fulfillment of financial responsibilities

- n/a
- sometimes
- usually
- always

Participation in school community

- never
- seldom
- when given opportunity
- very helpful

Participation in child's education

- rarely involved
- sometimes involved
- appropriately involved
- overly involved

Parent expectations for student

- unknown
- unrealistic
- realistic
- other _____



CONFIDENTIAL TEACHER RECOMMENDATION – 2012/13 (Grades 1st - 12th)

APPLICANT'S NAME: _____

CANDIDATE FOR GRADE _____ ENTERING IN SEPTEMBER OF _____

New Roads School was created by a broad-based group of educators and community leaders, and is dedicated to academic excellence, to diversity, and to the greater community. The school combines a quality academic program with both innovative and substantial programs in the arts, environmental studies, computer skills, community service, human development, and physical growth.

Teacher's Name _____

School Name _____ Telephone () _____

In what grade(s) and subject(s) do you teach the applicant? _____

How long have you known the applicant? _____

What are a few words that come to mind when thinking about this applicant? _____

Please write a few words of recommendation in the space provided below. In thinking of this student, please comment on his/her willingness to challenge him/herself. We are particularly interested in your evaluation of the student's peer relations, his/her generosity, patience, and respect for others. Please tell us what you think about this student's sense of integrity and compassion.

RECOMMENDATION:

	Enthusiastically	Strongly	Moderately	With Reservation	Not Recommended
Academic Potential:					
Personal Promise:					
Overall:					

(over)

APPLICANT INFORMATION

Academic achievement

- below expectations
- better than tests
- good
- outstanding

Conduct

- poor
- occasional misconduct
- usually good
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Integrity

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Considerations of others

- rarely considerate
- usually considerate
- considerate
- extremely thoughtful

Social adjustment with peers

- relates poorly
- occasional problems
- usually relates well
- healthy relationships

Stability

- easily frustrated
- seeks much attention
- somewhat tense
- stable

Signature of Teacher

Date _____



CONFIDENTIAL TEACHER RECOMMENDATION – 2012/13 (Grades 1st - 12th)

APPLICANT'S NAME: _____

CANDIDATE FOR GRADE _____ ENTERING IN SEPTEMBER OF _____

New Roads School was created by a broad-based group of educators and community leaders, and is dedicated to academic excellence, to diversity, and to the greater community. The school combines a quality academic program with both innovative and substantial programs in the arts, environmental studies, computer skills, community service, human development, and physical growth.

Teacher's Name _____

School Name _____ Telephone () _____

In what grade(s) and subject(s) do you teach the applicant? _____

How long have you known the applicant? _____

What are a few words that come to mind when thinking about this applicant? _____

Please write a few words of recommendation in the space provided below. In thinking of this student, please comment on his/her willingness to challenge him/herself. We are particularly interested in your evaluation of the student's peer relations, his/her generosity, patience, and respect for others. Please tell us what you think about this student's sense of integrity and compassion.

RECOMMENDATION:

	Enthusiastically	Strongly	Moderately	With Reservation	Not Recommended
Academic Potential:					
Personal Promise:					
Overall:					

(over)

APPLICANT INFORMATION

Academic achievement

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- extremely thoughtful

Social adjustment with peers

- relates poorly
- occasional problems
- usually relates well
- healthy relationships

Stability

- easily frustrated
- seeks much attention
- somewhat tense
- stable

Signature of Teacher

Date _____



REQUEST FOR RECORDS/TRANSCRIPTS – 2012/13
(Please submit this form to your child's CURRENT school)

PARENT AUTHORIZATION FOR RELEASE OF SCHOOL RECORDS

PARENT, AFTER YOU HAVE COMPLETED AND SIGNED THIS FORM, PLEASE SUBMIT IT TO YOUR CHILD'S *CURRENT* SCHOOL, NOT TO NEW ROADS SCHOOL. PLEASE CIRCLE (BELOW) THE CAMPUS YOU WANT THIS INFORMATION SENT TO.

Student's Name _____ Birth Date _____ Current Grade _____

I hereby give permission to release copies of the above-named student's cumulative records.

(Signature of Parent of Guardian)

(Date)

TO THE SCHOOL: Authorization is hereby given for copies of school records of the above named pupil to be sent to the indicated (circled) campus:

NEW ROADS ELEMENTARY SCHOOL
ATTN: ADMISSIONS
2000 STONER AVE.
LOS ANGELES, CA 90025

NEW ROADS MIDDLE SCHOOL, MALIBU
ATTN: ADMISSIONS
3504 LAS FLORES CANYON RD.
MALIBU, CA 90265

NEW ROADS HIGH SCHOOL
NEW ROADS MIDDLE SCHOOL, SANTA MONICA
ATTN: ADMISSIONS
3131 OLYMPIC BLVD.
SANTA MONICA, CA 90404

Please forward all end of semester grades when they become available.



FINANCIAL INFORMATION – 2012/13

TUITION AND FEES

Application Fee: \$125

Non-refundable, due with application for each child

Student Enrollment Fee: \$1,600

Non-refundable, one-time fee per new student

Tuition:

*Tuition increases are determined each year at the Board of Trustees Budget Meeting held in February. Please call after **February 16, 2012** to find out what the increase will be.*

FYI - the 2011/12 tuitions are:

Grades K-5: \$23,500
Grades 6-12: \$29,200
Spectrum Program: \$36,900

Deposit: \$2,800

Non-refundable, applied to tuition, due with signed contract

Tuition Refund Plan

***Percentage TBA (2011/12 rate was 2.4%).*

This insurance is under-written by a third party and provides for a percentage of refund of your tuition in the event of separation from the school during the year.

Supplies-Activity Fee

Grades: K-5: \$600

Grades: 6-8: \$700

Grades: 9-11: \$800

Grade 12: \$900

This is a yearly fee to cover costs of instructional materials, supplies and copying fees, school publications (including yearbook), lab fees, testing fees, trip fees, athletics, and other miscellaneous fees. Some Art classes will have an additional materials fee.

Optional Charges (Grades K-5)

Afterschool Care until 5:45 pm: **\$1,500** per semester

Occasional Care: **\$25** per day

Plant and Grounds Fee: \$1,000

This year, we are replacing our Endowment Loan Program* with a Plant and Grounds Fee. These funds will go towards developing and maintaining our growing, green, thriving campuses. If you are receiving financial assistance, your fee will be reduced commensurate with your aid award.

Please understand, the Plant and Grounds Fee is not a gift and is not a part of our fundraising efforts. Families will be asked to support New Roads by giving to Kaleidoscope, the Annual Giving Drive, and making larger gifts to the school.

(*Note: Prior loans made to the school with our Endowment Loan Program will remain in place until your child graduates and/or leaves the school.)

Payment Plan Options – (only available after your deposit has been paid)

One Payment Plan: *Total tuition due by July 1, 2012*

Two-payment Plan: *Half tuition due by July 1, 2012; Second half of tuition due January 1, 2013 (includes finance charges)*

Ten-payment Plan: *Ten equal monthly payments from July 1, 2012 to April 1, 2013 (includes finance charges)*

FUNDRAISING PROGRAMS

In order to create and maintain excellence in the diversity of our educational programs and student population, develop the physical plant, address construction needs, and create and increase the endowment, the Board of Trustees will adopt a fund-raising plan to meet our goals through four important programs:

Annual Giving: This campaign helps close the gap between tuition income and the actual cost of educating each student. The purpose of Annual Giving is to support the school's ongoing operational needs.

Capital Campaign: The school will actively seek individual contributions to support renovation and expansion of the New Roads campus.

Parent Association Special Events: The New Roads School Parent Association's fund-raising will focus on operating programs, while the Board of Trustees will focus on Financial Aid and Faculty Endowment Funds. Families will be encouraged to participate in the development of the school's annual giving and capital campaigns and to support Parent Association activities that advance the school's goals.

FINANCIAL AID

New Roads seeks broad diversity -- diversity of talents, interests, achievements, race and culture, economical and ethnic backgrounds. We look for students who want to learn, who are enthusiastic, compassionate, self-motivated, and independent of mind and spirit.

New Roads School was founded on the fundamental principle of inclusivity, and supports a financial aid program designed to achieve this. Every year New Roads devotes between 40% and 50% of its budget to support its need-based financial assistance program. A large percentage (over 50%) of New Roads families receives some form of financial assistance. (Every family is required to pay some portion of tuition.)

New Roads' financial aid program follows several guidelines:

- Students receiving financial aid must meet the same requirements as all other incoming students. The decision to offer admission to a student is made prior to and independent of decisions to grant financial aid.
- All financial aid applications are confidential.
- Financial aid funds are limited. Demonstrating need does not guarantee support.
- Financial aid is reviewed annually. If financial need continues, and if academic and behavioral performances are satisfactory, aid is generally continued. However, as tuition increases, families can expect increases in their tuition obligations.

Among factors considered when determining aid decisions are:

- Economic need of the requesting family.
- How a grant of aid will help the school's overall ethnic, racial, gender, and socioeconomic diversity.
- Contributions and/or challenges a student or family might bring to a school program.
- Needs of employees of New Roads School
- Financial difficulties of continuing New Roads families
- Other children in elementary or secondary private school. (As loans are readily available for college and university study, New Roads does not consider the expense of college education in financial aid decisions.)
- Savings – even those a family may designate as specifically “college savings.”
- Expenses for vehicles, home, vacations, club memberships, private lessons, and other “lifestyle” choices.
- Health care expenses.

New Roads makes every effort to be fair and consistent in all of its decisions. In particular, we labor over aid decisions, as we wish every qualified student could attend New Roads School. However, this is not possible.

Failure by the school to grant the level of aid requested is by no means a commentary on the legitimacy of the request; the financial aid committee must often choose between different and legitimate requests. New Roads reserves the right to consider additional and/or other factors when considering aid decisions, whether or not mentioned here.

FINANCIAL AID INFORMATION – 2012/13

Socioeconomic diversity in enrollment is a strong commitment at New Roads School. Financial aid is based on need, which is defined as the difference between the family's resources and the student's total education expenses. Decisions for new students are made by the Financial Aid Committee after a review of the Parent's Financial Statement (PFS). Parents are assured that all information submitted will be kept in the strictest confidence.

Applications for financial aid are separate from admissions applications and have no bearing on admission decisions. If you are considering applying to New Roads School, and you believe that you might qualify for financial aid, please check the appropriate box on the 4-page application form and then follow the instructions below:

1. Fill out the Parent's Financial Statement (PFS) which is included in the application packet. This form must be completely filled out. If you have any questions, please contact the business office at (310) 828-5582, extension 227.
2. Return the PFS along with a copy of your 2011 federal income tax return, as well as a signed (but not dated) copy of the IRS Form 4506 (also included in the application packet). Applications submitted without these items will be placed in a pending file and will not be reviewed by the Financial Aid Committee until these items are received.

When all of the forms are returned to the school, the Financial Aid Committee will review the information. Awards will be made based on demonstrated need and the constraints of the financial aid budget. If an award is not satisfactory, an appeal may be made to the Financial Aid Committee. Aid distribution is reviewed on an annual basis.

Financial aid award information will be included with your contract. Non-custodial parents may be required to submit detailed financial statements, depending on circumstances.



PARENTS' FINANCIAL STATEMENT (PFS) – 2012/13

(Confidential - For Financial Aid Use Only)

THIS FORM IS DUE, WITH YOUR 2011 TAX RETURNS, NO LATER THAN MARCH 15, 2012.

When *fully* complete, mail this form to: **NEW ROADS SCHOOL
FINANCIAL AID COMMITTEE
3131 OLYMPIC BLVD.
SANTA MONICA, CA 90404**

____ NEW STUDENT

____ CONTINUING STUDENT

FOR OFFICE USE ONLY

Date Received _____

Date Reviewed _____

Amount of Aid _____

STUDENT AND FAMILY INFORMATION:

Student's Name (first) _____ (last) _____ Gender ____ 2012/13 Grade ____

Street Address _____ City: _____ State: ____ Zip code _____

Date of Birth _____ Home Phone _____ Marital status of parents _____ Student lives with _____

If parents are divorced, is there an agreement specifying a financial obligation for student's educational expenses? _____
If yes, how much per year? _____

Parent #1 _____ Home Phone _____ Cell _____

Home Address _____

Occupation _____ email: _____

Employer Name and Address _____ Work Phone _____

Parent #2 _____ Home Phone _____ Cell _____

Home Address _____

Occupation _____ email: _____

Employer Name and Address _____ Work Phone _____

How many children, including the applicant, live in your home? _____

How many of these children will attend private school in 2012/13? _____

List name, present grade, school, out-of-pocket cost of school, for all children except the applicant.

Name:	Grade:	School:	Out-of-pocket cost:
-------	--------	---------	---------------------

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

(over)

Attach a copy of your 2011 Federal income tax return (first 12 pages only) and a signed but not dated IRS Form 4506 (included in packet). FAILURE TO INCLUDE ALL OF THE INFORMATION REQUESTED MAY PREVENT AID FROM BEING GRANTED.

AMOUNT OF RESOURCES AVAILABLE FOR TUITION THIS YEAR: \$ _____ <div style="text-align: right; font-size: small;"><i>DO NOT LEAVE BLANK</i></div>

INCOME:	PARENT #1		PARENT #2	
	<u>2011</u>	<u>Est. 2012</u>	<u>2011</u>	<u>Est. 2012</u>
Present yearly gross salary:	_____	_____	_____	_____
Total value of savings and checking accounts:	_____	_____	_____	_____
Additional investments (IRA, 401(k), 403(b), etc.)	_____	_____	_____	_____
Dividend and interest income:	_____	_____	_____	_____
Other taxable/nontaxable income:	_____	_____	_____	_____
Alimony and/or child support received:	_____	_____	_____	_____
Social Security benefits:	_____	_____	_____	_____
Student's own assets (if any):	_____			

EXPENSES: (Please explain any unusual circumstances on a separate sheet of paper.)

Do you ___rent or ___own your home? Monthly rent/mortgage payment _____ Unpaid Principal _____

If own, year purchased _____ Purchase price _____ Current market value _____

For other real estate owned list year purchased, price, present market value, current mortgage and unpaid principal.

Real Estate	Year Purchased/Purchase Price	Present Value	Current Mortgage	Unpaid Principal
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

List family cars (make and year) owned or leased:

Vehicle	Year	Owned	Leased	Monthly payments (if any)
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Other significant expenses (i.e., medical/dental expenses, dependent care, etc.) Add additional pages if necessary.

Other expenses (i.e., recreational vehicles/boats, club dues, camps, vacations, etc.)

Print Name _____ **Signature** _____ **Date** _____

Request for Copy of Tax Return

(Rev. January 2011)

OMB No. 1545-0429

Department of the Treasury
Internal Revenue Service

► **Request may be rejected if the form is incomplete or illegible.**

Tip. You may be able to get your tax return or return information from other sources. If you had your tax return completed by a paid preparer, they should be able to provide you a copy of the return. The IRS can provide a **Tax Return Transcript** for many returns free of charge. The transcript provides most of the line entries from the original tax return and usually contains the information that a third party (such as a mortgage company) requires. See **Form 4506-T, Request for Transcript of Tax Return**, or you can quickly request transcripts by using our automated self-help service tools. Please visit us at IRS.gov and click on "Order a Transcript" or call 1-800-908-9946.

1a Name shown on tax return. If a joint return, enter the name shown first.	1b First social security number on tax return, individual taxpayer identification number, or employer identification number (see instructions)
2a If a joint return, enter spouse's name shown on tax return.	2b Second social security number or individual taxpayer identification number if joint tax return
3 Current name, address (including apt., room, or suite no.), city, state, and ZIP code (See instructions)	
4 Previous address shown on the last return filed if different from line 3 (See instructions)	
5 If the tax return is to be mailed to a third party (such as a mortgage company), enter the third party's name, address, and telephone number. The IRS has no control over what the third party does with the tax return.	

Caution. If the tax return is being mailed to a third party, ensure that you have filled in line 6 and line 7 before signing. Sign and date the form once you have filled in these lines. Completing these steps helps to protect your privacy.

6 Tax return requested. Form 1040, 1120, 941, etc. and all attachments as originally submitted to the IRS, including Form(s) W-2, schedules, or amended returns. Copies of Forms 1040, 1040A, and 1040EZ are generally available for 7 years from filing before they are destroyed by law. Other returns may be available for a longer period of time. Enter only one return number. If you need more than one type of return, you must complete another Form 4506. ► _____

Note. If the copies must be certified for court or administrative proceedings, check here

7 Year or period requested. Enter the ending date of the year or period, using the mm/dd/yyyy format. If you are requesting more than eight years or periods, you must attach another Form 4506.

_____	_____	_____	_____
_____	_____	_____	_____

8 Fee. There is a \$57 fee for each return requested. Full payment must be included with your request or it will be rejected. Make your check or money order payable to "United States Treasury." Enter your SSN or EIN and "Form 4506 request" on your check or money order.	
a Cost for each return	\$ 57.00
b Number of returns requested on line 7	
c Total cost. Multiply line 8a by line 8b	\$

9 If we cannot find the tax return, we will refund the fee. If the refund should go to the third party listed on line 5, check here

Signature of taxpayer(s). I declare that I am either the taxpayer whose name is shown on line 1a or 2a, or a person authorized to obtain the tax return requested. If the request applies to a joint return, **either** husband or wife must sign. If signed by a corporate officer, partner, guardian, tax matters partner, executor, receiver, administrator, trustee, or party other than the taxpayer, I certify that I have the authority to execute Form 4506 on behalf of the taxpayer. **Note.** For tax returns being sent to a third party, this form must be received within 120 days of signature date.

		Telephone number of taxpayer on line 1a or 2a
Signature (see instructions)	Date	
Title (if line 1a above is a corporation, partnership, estate, or trust)		
Spouse's signature	Date	

General Instructions

Section references are to the Internal Revenue Code.

Purpose of form. Use Form 4506 to request a copy of your tax return. You can also designate a third party to receive the tax return. See line 5.

How long will it take? It may take up to 60 calendar days for us to process your request.

Tip. Use Form 4506-T, Request for Transcript of Tax Return, to request tax return transcripts, tax account information, W-2 information, 1099 information, verification of non-filing, and record of account.

Automated transcript request. You can quickly request transcripts by using our automated self-help service tools. Please visit us at IRS.gov and click on "Order a Transcript" or call 1-800-908-9946.

Where to file. Attach payment and mail Form 4506 to the address below for the state you lived in, or the state your business was in, when that return was filed. There are two address charts: one for individual returns (Form 1040 series) and one for all other returns.

If you are requesting a return for more than one year and the chart below shows two different RAIVS teams, send your request to the team based on the address of your most recent return.

Chart for individual returns (Form 1040 series)

If you filed an individual return and lived in:

Mail to the "Internal Revenue Service" at:

Florida, Georgia (After June 30, 2011, send your transcript requests to Kansas City, MO)

RAIVS Team
P.O. Box 47-421
Stop 91
Doraville, GA 30362

Alabama, Kentucky, Louisiana, Mississippi, Tennessee, Texas, a foreign country, American Samoa, Puerto Rico, Guam, the Commonwealth of the Northern Mariana Islands, the U.S. Virgin Islands, or A.P.O. or F.P.O. address

RAIVS Team
Stop 6716 AUSC
Austin, TX 73301

Alaska, Arizona, Arkansas, California, Colorado, Hawaii, Idaho, Illinois, Indiana, Iowa, Kansas, Michigan, Minnesota, Montana, Nebraska, Nevada, New Mexico, North Dakota, Oklahoma, Oregon, South Dakota, Utah, Washington, Wisconsin, Wyoming

RAIVS Team
Stop 37106
Fresno, CA 93888

Connecticut, Delaware, District of Columbia, Maine, Maryland, Massachusetts, Missouri, New Hampshire, New Jersey, New York, North Carolina, Ohio, Pennsylvania, Rhode Island, South Carolina, Vermont, Virginia, West Virginia

RAIVS Team
Stop 6705 P-6
Kansas City, MO 64999

Chart for all other returns

If you lived in or your business was in:

Mail to the "Internal Revenue Service" at:

Alabama, Alaska, Arizona, Arkansas, California, Colorado, Florida, Hawaii, Idaho, Iowa, Kansas, Louisiana, Minnesota, Mississippi, Missouri, Montana, Nebraska, Nevada, New Mexico, North Dakota, Oklahoma, Oregon, South Dakota, Texas, Utah, Washington, Wyoming, a foreign country, or A.P.O. or F.P.O. address

RAIVS Team
P.O. Box 9941
Mail Stop 6734
Ogden, UT 84409

Connecticut, Delaware, District of Columbia, Georgia, Illinois, Indiana, Kentucky, Maine, Maryland, Massachusetts, Michigan, New Hampshire, New Jersey, New York, North Carolina, Ohio, Pennsylvania, Rhode Island, South Carolina, Tennessee, Vermont, Virginia, West Virginia, Wisconsin

RAIVS Team
P.O. Box 145500
Stop 2800 F
Cincinnati, OH 45250

Specific Instructions

Line 1b. Enter your employer identification number (EIN) if you are requesting a copy of a business return. Otherwise, enter the first social security number (SSN) or your individual taxpayer identification number (ITIN) shown on the return. For example, if you are requesting Form 1040 that includes Schedule C (Form 1040), enter your SSN.

Line 3. Enter your current address. If you use a P.O. box, please include it on this line 3.

Line 4. Enter the address shown on the last return filed if different from the address entered on line 3.

Note. If the address on Lines 3 and 4 are different and you have not changed your address with the IRS, file Form 8822, Change of Address.

Signature and date. Form 4506 must be signed and dated by the taxpayer listed on line 1a or 2a. If you completed line 5 requesting the return be sent to a third party, the IRS must receive Form 4506 within 120 days of the date signed by the taxpayer or it will be rejected.

Individuals. Copies of jointly filed tax returns may be furnished to either spouse. Only one signature is required. Sign Form 4506 exactly as your name appeared on the original return. If you changed your name, also sign your current name.

Corporations. Generally, Form 4506 can be signed by: (1) an officer having legal authority to bind the corporation, (2) any person designated by the board of directors or other governing body, or (3) any officer or employee on written request by any principal officer and attested to by the secretary or other officer.

Partnerships. Generally, Form 4506 can be signed by any person who was a member of the partnership during any part of the tax period requested on line 7.

All others. See section 6103(e) if the taxpayer has died, is insolvent, is a dissolved corporation, or if a trustee, guardian, executor, receiver, or administrator is acting for the taxpayer.

Documentation. For entities other than individuals, you must attach the authorization document. For example, this could be the letter from the principal officer authorizing an employee of the corporation or the Letters Testamentary authorizing an individual to act for an estate.

Signature by a representative. A representative can sign Form 4506 for a taxpayer only if this authority has been specifically delegated to the representative on Form 2848, line 5. Form 2848 showing the delegation must be attached to Form 4506.

Privacy Act and Paperwork Reduction Act

Notice. We ask for the information on this form to establish your right to gain access to the requested return(s) under the Internal Revenue Code. We need this information to properly identify the return(s) and respond to your request. Sections 6103 and 6109 require you to provide this information, including your SSN or EIN, to process your request. If you do not provide this information, we may not be able to process your request. Providing false or fraudulent information may subject you to penalties.

Routine uses of this information include giving it to the Department of Justice for civil and criminal litigation, and cities, states, the District of Columbia, and U.S. commonwealths and possessions for use in administering their tax laws. We may also disclose this information to other countries under a tax treaty, to federal and state agencies to enforce federal nontax criminal laws, or to federal law enforcement and intelligence agencies to combat terrorism.

You are not required to provide the information requested on a form that is subject to the Paperwork Reduction Act unless the form displays a valid OMB control number. Books or records relating to a form or its instructions must be retained as long as their contents may become material in the administration of any Internal Revenue law. Generally, tax returns and return information are confidential, as required by section 6103.

The time needed to complete and file Form 4506 will vary depending on individual circumstances. The estimated average time is: **Learning about the law or the form**, 10 min.; **Preparing the form**, 16 min.; and **Copying, assembling, and sending the form to the IRS**, 20 min.

If you have comments concerning the accuracy of these time estimates or suggestions for making Form 4506 simpler, we would be happy to hear from you. You can write to Internal Revenue Service, Tax Products Coordinating Committee, SE:W:CAR:MP:T:T:SP, 1111 Constitution Ave. NW, IR-6526, Washington, DC 20224. Do not send the form to this address. Instead, see *Where to file* on this page.