



ISS ADMISSION POLICY

In keeping with the school vision and the community's core values, an effort will be made to maintain a diverse student body and to provide new families opportunities for admission.

The Admissions Committee will make all admission decisions. The Admissions Committee consists of the Director, School Principal and/or school Counselor.

ARTICLE 1: GENERAL ADMISSION REQUIREMENTS (new and returning students)

All students that apply for admission to ISS must complete the following requirements:

- Step I: Complete the ISS Application for Admission.
- Step II: Deposit copies of the following documents:
 - the student's and guardian's passports and or birth certificate,
 - student's immunization record
 - medical referral of good health
- Step III: Deposit copies of the following documents:
 - the student's school record from any previous school that the student attended (official transcripts and letter of conduct required)
 - two photos of the student and one of any authorized individual to pick-up the student from school
- Step IV: *Complete ISS Admission Tests (Developmentally Appropriate).
- Step V: Be formally Admitted by the Admissions Committee

*only new admissions in grades PreK-12 are required to complete the ISS Admission Tests

Note – No student will be tested until steps I, II and III are completed. Also, it is important to note that no student can be officially registered until they have completed the entire process.

ARTICLE II: ADMISSION STANDARDS

All students that apply for admission to any given grade level must meet the following standards:

Pre-School –

- Meet the age requirement standards for Pre-School:
 - PreK2 – 22 months by first day of school
 - PreK3 – 2 years 10 months by first day of school
 - PreK4 – 3 years 10 months by first day of school
 - Kinder – 4 years 10 months by first day of school
- Priority for placement will be given to students who have siblings that already attend the school and/or are permanent residents of the Dominican Republic.

Elementary and Secondary –

- Score at grade level on ISS Mathematic placement tests.
- Score no less than one grade level below the standard on the English placement tests (reading, writing and speaking).

Note - Students that do not meet the admission standard for a given grade level will automatically be placed on the waiting list for the next school year. If spaces remain in the classroom, individual cases will be considered on a case to case basis. Student's may request to be re-evaluated if they do not reach the ISS Standard for Admission.

ARTICLE II: CLASS SIZE

The ISS School Board has developed policy that limits the number of students per class in accordance with the following regulations:

- Pre-School –
 - PreK2&3 = Maximum 10 students with one teacher – 16 students with an assistant
 - PreK4 = Maximum 12 students with one teacher – 18 students with an assistant
- Elementary –
 - Kinder-Grade 5 = Maximum 18 students with one teacher – 20 students with an assistant
- Middle School –
 - Grades 6-8 = Maximum 18 students with one teacher
- High School –
 - Grades 9-12 = Maximum 18 students with one teacher

ARTICLE III: WAITING LIST

If the maximum class size has been reached, the following policy dictates which students will be awarded spaces within the classroom for the next school year.

- First priority is given to ISS students that Pre-Register in March.
- Second priority will be given to new admission students that pass admission tests and meet the admission standards (academics and age).
- Third priority is given to ISS students that register between April and the first day of school of the academic calendar.
- Fourth priority will be given to new admission students that pass admission tests and meet the admission standards (academics and age).
- Fifth priority will be given to students that are on scholarship.
- Last priority will be given to new admission students that did not meet the admission standards.

Note – In all cases, when a new admission completes the admission process, they will be assigned a priority number that correlates to the date that they completed the process and their academic results on the admission tests.