



MANZANITA SCHOOL

A LIVING EDUCATION AT BIG ROCK

ADMISSIONS PACKET 2020-21



Manzanita School Admissions Office
1717 Old Topanga Canyon Rd. + Topanga, CA 90290



Applying to Manzanita School

This document packet includes a complete set of the forms which need to be filled out and provided back the Manzanita School Admissions Department in order to begin your application review process. Should you have any questions regarding the forms, or the details in how they should be submitted back to us for review, please don't hesitate to get in touch.

Please pay special attention to the instructions provided with each form, and fill them out completely. The documents list below offers notes for reference.

Confidential Teacher Feedback Form

This form is two pages, and you need to submit two completed versions from different teachers. The pages are duplicated in this PDF so you need only print this document once.

Two sets of this form are required - each to be filled out by a different current teacher of the applying student. When completed, they are to be submitted directly to Manzanita School by the teachers who have filled them out. Be sure to include a self-addressed stamped envelope with the forms you distribute.

Confidential Administrator's Feedback Form

This form is two pages. The pages are duplicated in this PDF so you need only print this document once.

This form is to be filled out by a current administrator of the applying student's school. When completed, they are to be submitted directly to Manzanita School by the person who has filled them out. Be sure to include a self-addressed stamped envelope with the forms you distribute.

Manzanita School admits students of any race, color and national or ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, or national and ethnic origin in administration of our educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.

THE APPLICATION DEADLINE IS JANUARY 24, 2020.

Thank you for considering Manzanita School for your family.



Admissions Application Checklist

Please use this form to ensure that you have completed all the necessary steps and forms in the application process.

Application for Admission

- One recent photograph of the applicant.
- Application fee of \$150.00 (one-time, non-refundable fee, new student).
- Complete General Information form.
- Complete Parent Pre-Interview Questionnaire
- Complete Student Pre-Interview Questionnaire
- Date submitted: _____
- (After receipt of your application, we will contact you to schedule an interview date.)

Campus Visit and Tour

- Date of family campus visit and tour: _____

Independent School Entrance Exam Results (ISEE) OPTIONAL

- Submission of test scores (optional)

Confidential Teacher Feedback Forms

- Print or type the applicant's name on the Confidential Teacher Feedback forms.
- Give the form and a **pre-addressed stamped envelope** to your child's **current** teachers, email the form to them, requesting they email the completed form to admissions@manzanitaschool.org. If the child is in a self-contained classroom with just one teacher, a former teacher or other school personnel who knows the child may complete the form. Forms should be returned to Manzanita directly by the person completing the form.
- DATE FORMS GIVEN TO TEACHERS _____

Confidential Administrator Feedback Form

- Print or type the applicant's name on the Confidential Administrator Feedback form.
- Give the form and a **pre-addressed stamped envelope** to your child's **current** teachers, email the form to them, requesting they email the completed form to admissions@manzanitaschool.org. Forms should be returned to Manzanita directly by the person completing the form.
- DATE FORM GIVEN TO ADMINISTRATOR _____

Parent Authorization for Release of School Transcript or Most Recent Report Card

- Print the applicant's name on the Parent Authorization for Release of School Records form.
- Parent/Guardian must sign form.
- Give the Parent Authorization for Release of School Records or Most Recent Report Card to an official at your child's current school with a pre-addressed stamped envelope. Transcript or Report Card should be returned to Manzanita directly from the school.
- Date Parent Authorization for Release of School Records form given to school: _____

Application for Financial Assistance

- Families wishing to apply for Financial Assistance should contact our Admissions Office at admissions@manzanitaschool.org (310.455.9700) to request that a copy of our Financial Assistance packet be forwarded to you via email.



General Information Form

Please fill out form fields completely.

Attach a Recent Photo
of Applicant Here.

APPLYING STUDENT

Legal First Name: _____

Legal Last Name: _____

Date of Birth: _____

Current Grade: _____ Applying for Grade: _____ For Fall of: _____

Street Address: _____

City: _____ State: _____ ZIP: _____ Country: _____

Home Phone Number: _____

Current School: _____

How did you first hear
about Manzanita School?: _____

PARENT/GUARDIAN 1

Preferred First Name: _____

Legal Last Name: _____

Relationship to Student: **Father** **Mother** **Stepmother** **Stepfather** **Legal Guardian**

Cell Phone Number: _____

Email Address: _____

PARENT/GUARDIAN 2

Preferred First Name: _____

Legal Last Name: _____

Relationship to Student: **Father** **Mother** **Stepmother** **Stepfather** **Legal Guardian**

Cell Phone Number: _____

Email Address: _____



Parent Pre-Interview Questionnaire

Page 1 of 2

Parent/Guardian completing form _____

Student/applicant name _____

Date completed _____

1. Why are you considering Manzanita School for your family? _____

2. Please describe your son/daughter in three words. _____
3. Please list three qualities you most want to cultivate in your son/daughter?

4. What are the three most important things a school can give your son/daughter?

5. Thinking of one of your son/daughter's favorite teachers, what did they do to make school successful for your son/daughter? _____

6. Thinking of your son/daughter's least favorite teachers, what were the primary issues with this teacher? _____

7. Please list three strengths which your son/daughter's teachers have shared with you about your son/daughter?

8. What are three areas for growth your son/daughter's teachers have shared with you?

9. Has your son/daughter ever skipped or repeated a grade in school? If yes, please explain? _____

10. Has your son/daughter ever been tested for special education? _____
11. Does your son/daughter have an _____ IEP _____ 504 plan?
If 'yes', date of last IEP or 504 meeting _____. School _____
12. Give an example of an activity in which your son/daughter invests his/her full attention and effort. _____

13. How does your son/daughter act when he/she is having a difficult day? _____

14. How much time per day is your son/daughter on an electronic device (phone, computer, etc)? _____
15. Please list any rules you have in your home about technology use. _____

16. During the past week, please list any activities your son/daughter has done outdoors. _____

17. What are three things your family regularly does together? _____
18. Has your son/daughter ever been suspended from school? (If 'yes' please explain) _____
19. List three things that your son/daughter likes to do with his/her friends? _____
20. Besides school and home, who are the other supportive adults in your son/daughter's life? _____

21. Is there anything else you'd like us to know about your son/daughter or your family? _____



Parent Pre-Interview Questionnaire

Page 2 of 2

Parent/Guardian completing form _____

Student/applicant name _____

Date completed _____

Please indicate your level of agreement with the following statements.

	Strongly Disagree	Disagree	Neutral or Don't Know	Agree	Strongly Agree
1. I am familiar with Manzanita School's philosophy.>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2. I have been satisfied with my son/daughter's education thus far.>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
3. Social emotional skills are as important as traditional academic skills.>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
4. My son/daughter asks a lot of questions.>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
5. My son/daughter regularly reads books that are not part of school requirements.>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
6. My son/daughter is interested in history.>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
7. My son/daughter enjoys math.>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
8. My son/daughter is interested in science.>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
9. My son/daughter has been given too much homework in the past.>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
10. My son/daughter likes to write.>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
11. My son/daughter is shy in social situations.>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
12. My son/daughter has chores and responsibilities in the home.>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
13. Our family goes camping on a regular basis.>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
14. My son/daughter plays video games regularly.>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>



Student Application Questions – PT 1

Below are three big boxes, each with different kinds of questions.
Read carefully and be imaginative.
With a pen or pencil in your own handwriting, fill in the smaller boxes.
Please do not type your responses.

MEMORIES

In this section, please fill in the boxes below with words or phrases about memorable events from your past. Here are some examples: 'first dog' or 'earned green belt' or 'trip to San Diego' or 'great Aunt Margaret died.' They may be happy or sad memories. Fill in as many as you can.

WHO AM I

In this section, please fill the boxes below with words or phrases that describe you. These may be skills, interests, or personality traits. Examples include 'funny' or 'soccer all-star,' or 'guitarist,' 'reads a lot' or 'good friend.' Fill in as many as you can.

THE FUTURE

Here, you will fill in the boxes with things you hope for in your life. This may be about what you will learn, or do, or places you will go, or skills you will have. Examples: 'fly a plane' or 'visit Egypt' or 'speak three languages' or 'go to college' or 'be a dancer.' Fill as many boxes as you can.



CONFIDENTIAL ADMINISTRATOR'S FEEDBACK FORM

MAIL COMPLETED FORM TO:

Manzanita School
Admissions Office
1717 Old Topanga Canyon Rd.
Topanga, CA 90290

APPLICANTS NAME: _____

CANDIDATE FOR GRADE: _____ ENTERING IN SEPTEMBER OF: _____

Located in Topanga Canyon, Manzanita School serves grades 4 through 9, and has a program that emphasizes interdisciplinarity, service, environmental stewardship, ethical technology, and deep nature connection.

Name of the person completing this form: _____

School Name: _____ Telephone: () _____

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

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

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

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.



CONFIDENTIAL ADMINISTRATOR'S FEEDBACK FORM

MAIL COMPLETED FORM TO:

Manzanita School
Admissions Office
1717 Old Topanga Canyon Rd.
Topanga, CA 90290

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

Consideration 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

FAMILY INFORMATION

Communication with School

- rarely
- usually
- sometimes
- always

Attendance at school functions

- rarely
- usually
- sometimes
- always

Cooperation with school rules

- rarely
- usually
- sometimes
- always

Cooperation with faculty/administration

- rarely
- usually
- sometimes
- always

Fulfillment of financial responsibility

- n/a
- usually
- sometimes
- always

Participation in school community

- never
- when given opportunity
- seldom
- very helpful

Participation in child's education

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

Parent expectations

- unknown
- unrealistic
- realistic
- other _____

Signature of Administrator:

Date:



Confidential Teacher Feedback Form

To be completed by current teacher of applicants.
Please complete this form and return to the school in the envelope provided.

MAIL COMPLETED FORM TO:

Manzanita School
 Admissions Office
 1717 Old Topanga Canyon Rd.
 Topanga, CA 90290

Name of Student: _____ Current grade level: _____

Current School: _____ School to Receive Form: **Manzanita School**

I have known this student for _____ months/years. Classroom Teacher or other (Please Specify): _____

Course taught: _____

For persons submitting Feedback Form: The School would appreciate your candid assessment of the applicant's abilities. If the applicant and applicant's parent or legal guardian have signed the waiver above, your recommendation will be kept confidential to the extent permitted by law.

Purpose: We appreciate your cooperation in completing this form. Please be candid about this student's academic ability and motivation. We understand the difficulty in evaluating a student and are fully aware that children are constantly growing, changing and developing. This form is only one piece of the student's profile to be used in our assessment process. This form will not become a part of the student's permanent record. Thank you for your thoughtful attention to this request.

CHARACTER & PERSONALITY TRAITS	Advanced for age	Appropriate for age	Needs development	Not at acceptable level	Comments
Conduct					
▶ Leadership					
▶ Maturity					
▶ Social relationship with peers					
▶ Self-confidence					
▶ Integrity					
▶ Sense of humor					
▶ Sense of responsibility					
▶ Interaction with teachers/adults					
▶ Participation in life of the school					
▶ Creativity					
▶ Respect for others					
▶ Concern for others					
ACADEMIC TRAITS	Advanced for age	Appropriate for age	Needs development	Not at acceptable level	Comments
▶ Academic potential					
▶ Academic achievement					
▶ Self-motivation					
▶ Effort/initiative					
▶ Study habits/organization of work					
▶ Intellectual curiosity					
▶ Level of engagement					
▶ Commitment to homework					
▶ Ability to follow directions					
▶ Ability to work independently					
▶ Ability to work in a group					
▶ Ability to express ideas orally					
▶ Ability to express ideas in writing					
▶ Attendance					
▶ Participation in class					



Confidential Teacher Feedback Form

To be completed by current teacher of applicants.
Please complete this form and return to the school in the envelope provided.

MAIL COMPLETED FORM TO:

Manzanita School
Admissions Office
1717 Old Topanga Canyon Rd.
Topanga, CA 90290

What are the first words that come to mind when describing this student?

Please circle the words that you feel describe this student:

aggressive	confident	follower	irritable	over-protected	self-centered
anxious	conscientious	happy	manipulative	passive-resistant	self-disciplined
articulate	disobedient	helpful	motivated	perfectionist	shy
cheerful	honest	negative leader	positive leader	easily discouraged	
social	influential	organized	responsible	well-liked	

Comments: We would appreciate additional comments and observations concerning this student's abilities, attendance, personal qualities and special interests. We welcome any other information you think might be helpful in our understanding of this student.

Parental cooperation and involvement with the school (please describe):

Submitted by: _____ Date: _____

Phone number where we may reach you: _____ email: _____



Confidential Teacher Feedback Form

To be completed by current teacher of applicants.
Please complete this form and return to the school in the envelope provided.

MAIL COMPLETED FORM TO:

Manzanita School
 Admissions Office
 1717 Old Topanga Canyon Rd.
 Topanga, CA 90290

Name of Student: _____ Current grade level: _____

Current School: _____ School to Receive Form: **Manzanita School**

I have known this student for _____ months/years. Classroom Teacher or other (Please Specify): _____

Course taught: _____

For persons submitting Feedback Form: The School would appreciate your candid assessment of the applicant's abilities. If the applicant and applicant's parent or legal guardian have signed the waiver above, your recommendation will be kept confidential to the extent permitted by law.

Purpose: We appreciate your cooperation in completing this form. Please be candid about this student's academic ability and motivation. We understand the difficulty in evaluating a student and are fully aware that children are constantly growing, changing and developing. This form is only one piece of the student's profile to be used in our assessment process. This form will not become a part of the student's permanent record. Thank you for your thoughtful attention to this request.

CHARACTER & PERSONALITY TRAITS	Advanced for age	Appropriate for age	Needs development	Not at acceptable level	Comments
Conduct					
▶ Leadership					
▶ Maturity					
▶ Social relationship with peers					
▶ Self-confidence					
▶ Integrity					
▶ Sense of humor					
▶ Sense of responsibility					
▶ Interaction with teachers/adults					
▶ Participation in life of the school					
▶ Creativity					
▶ Respect for others					
▶ Concern for others					
ACADEMIC TRAITS	Advanced for age	Appropriate for age	Needs development	Not at acceptable level	Comments
▶ Academic potential					
▶ Academic achievement					
▶ Self-motivation					
▶ Effort/initiative					
▶ Study habits/organization of work					
▶ Intellectual curiosity					
▶ Level of engagement					
▶ Commitment to homework					
▶ Ability to follow directions					
▶ Ability to work independently					
▶ Ability to work in a group					
▶ Ability to express ideas orally					
▶ Ability to express ideas in writing					
▶ Attendance					
▶ Participation in class					



Confidential Teacher Feedback Form

To be completed by current teacher of applicants.
Please complete this form and return to the school in the envelope provided.

MAIL COMPLETED FORM TO:

Manzanita School
Admissions Office
1717 Old Topanga Canyon Rd.
Topanga, CA 90290

What are the first words that come to mind when describing this student?

Please circle the words that you feel describe this student:

aggressive	confident	follower	irritable	over-protected	self-centered
anxious	conscientious	happy	manipulative	passive-resistant	self-disciplined
articulate	disobedient	helpful	motivated	perfectionist	shy
cheerful	honest	negative leader	positive leader	easily discouraged	
social	influential	organized	responsible	well-liked	

Comments: We would appreciate additional comments and observations concerning this student's abilities, attendance, personal qualities and special interests. We welcome any other information you think might be helpful in our understanding of this student.

Parental cooperation and involvement with the school (please describe):

Submitted by: _____ Date: _____

Phone number where we may reach you: _____ email: _____



Authorization for Release of Applicant's Records

Parents: Please complete and sign this form and then submit it to your child's present school.

The following student has applied for admission to Manzanita School:

LAST NAME

FIRST NAME

BIRTH DATE

CURRENT GRADE

I give permission to release copies of the above names student's records, to include current transcript, most recent report card and, if applicable, most recent IEP, 504 Plan, or other special services report.

SIGNATURE OF PARENT OR GUARDIAN

DATE

To the School:

Please send the following information to Manzanita School.

- One copy of the student's most current transcript including standardized test results
- One copy of the student's most current report card
- If applicable, one copy of the student's IEP, 504 Plan, and/or other special services reports.

Send to:

Manzanita School
Admissions Office
1717 Old Topanga Canyon Rd.
Topanga, CA 90290

Or the records may be emailed to admissions@manzanitaschool.org.