

Wildwood School Admission Process

- Step 1: Family Informational Visit and Tour**
The family and any other relevant parties come for an informational tour and visits is to receive general information in regard to the program, family involvement, and support services. A tour of the building and brief observation of a classroom will also take place. Tours can be scheduled by calling the main office at (518) 836-2200.
- Step 2: Referral by School District (if not already completed)**
A referral is made by the school district and sent to the admissions chairperson. Referral information should include: current IEP, most recent psychological eval, speech eval, OT/PT evals (if applicable), FBA and BIP (if applicable).
- Step 3: Collection of Relevant Data**
The family sends in parent questionnaire (received on informational tour) along with the student's most recent physical examination (updated within a year), immunization records, and current photo.
- Step 4: Review of Information**
All gathered information will be reviewed by the Admissions Committee to determine if the student meets the mission of Wildwood School.
- Step 5: Family and Student Admissions Review**
If the student appears to meet the mission of Wildwood School, an admission review will be scheduled with the family and student to come to Wildwood School to gain more information about student and family needs. On the visit any additional questions the family may have regarding our program will be answered as well. After the admissions review, the Admissions Committee will observe the student in their current program (if applicable) to aid in the decision making process.

Step 6: **Admissions Committee Meeting and Decision**

Following the admissions review, the Admissions Committee will evaluate the student's needs and determine if Wildwood School can meet the needs of the student.

- If the student is accepted into Wildwood School, the school district and family will be notified by telephone and in writing. Enrollment papers will be provided to the parent for completion.
- If it is determined that the student is appropriate, but an appropriate placement is not available, the school district and family will be notified by telephone and in writing and the student will be placed on a wait list.
- If it is determined that Wildwood School is unable to meet the student's needs, the school district and family will be notified by telephone and in writing that the student has not been accepted.

Step 7: **Placement**

Once a program is formulated and agreed upon, placement of the student will be carried out. CSE approval is needed before the start of program. All enrollment paperwork must be received one week prior to the student's start date or the date may be moved back.