

Please type

School (correct legal title): _____

Address: _____

_____ Zip: _____

Telephone: _____ Fax: _____

Accreditation

Which agency(ies) or group(s) have accredited the school? Please check all that apply.

Middle States: _____ Date: _____

SAIS: _____ Date: _____

AIMS: _____ Date: _____

VAIS: _____ Date: _____

NAEYC: _____ Date: _____

Other: _____ Date: _____

Is(are) listed accreditations up-to-date? _____

Is your school in the process of applying for accreditation? _____ If so, please name the accrediting group: _____

Governance

Date founded (month and year): _____

Date opened: _____

Date incorporated not for profit: _____

Religious affiliation, if any: _____

How many trustees are there? _____

How are trustees chosen? _____

How long is their term of office? _____

How often do they meet? _____

Chair of the governing board (see also p.4 No. 7): _____

Plant

Size of school grounds: _____

How many buildings are used by the school? _____

Number of classrooms: _____

Is any portion of the school's plant leased? _____

(If so, please submit a copy of the contract or letter of agreement for the current year.)

What types of facilities does the school have? Please check all that apply.

- Art Studio
- Computer Laboratory
- Dining Room
- Gym
- Infirmary
- Kitchen
- Library; number of volumes: _____
- Music Room
- Science Laboratory
- Teacher Workspace
- Other:: _____

Describe space for outdoor recreation: _____

Date and result of most recent health inspection: _____

Date and result of most recent fire inspection: _____

Administration

Head of School: _____

Official Title: _____

Degrees and education: _____

Former positions/experience: _____

Administrative positions: please check all that apply.

- | | |
|---|---|
| <input type="checkbox"/> Assistant Head | <input type="checkbox"/> Department Heads (please list):
_____ |
| <input type="checkbox"/> Head of Upper School | <input type="checkbox"/> Director of Development |
| <input type="checkbox"/> Head of Middle School | <input type="checkbox"/> Director of Studies/Academic Dean |
| <input type="checkbox"/> Head of Lower School | <input type="checkbox"/> Financial Aid Officer |
| <input type="checkbox"/> Admissions Director | <input type="checkbox"/> School Counselor |
| <input type="checkbox"/> Alumni (ae) Director | <input type="checkbox"/> Librarian |
| <input type="checkbox"/> Bookkeeper | <input type="checkbox"/> Nurse |
| <input type="checkbox"/> Business Officer | <input type="checkbox"/> Public Relations Director |
| <input type="checkbox"/> College Advisor | <input type="checkbox"/> Summer Camp Director |
| <input type="checkbox"/> Dean of Students | |
| <input type="checkbox"/> Other (please list): _____ | |

Faculty

Number of teaching staff: _____

Full time: _____ Part time: _____

Is financial support given for:

_____ Conferences/Seminars/Workshops

_____ Graduate schooling

_____ Health benefits

_____ Disability

_____ Retirement

_____ Other fringe benefits

What is the average size of the teaching sections? _____

What is the salary range for full-time teachers?

Starting: \$ _____

Median: \$ _____

Highest: \$ _____

Please review AISGW's [Principles of Good Practice on Hiring of Faculty and Staff](#). All AISGW member schools are encouraged to consider these Principles in assessing their operations and practices. Would your school need to make any changes to its current practices in order to follow them? If yes, please explain:

Students

Grades included (please circle below)

Pre-school K 1 2 3 4 5 6 7 8 9 10 11 12 Post-grad

Enrollment:

Last year:

This year:

Day:

Boys: _____

Girls: _____

Boarding:

Boys: _____

Girls: _____

Describe the admission process: _____

What student organizations and/or extracurricular activities are offered? _____

Financial aid:

Total amount granted in the most recent full year: \$ _____ which is _____% of tuition income.

Number of students aided: _____ which is _____% of the total enrollment.

How is financial aid funded? _____

How does the school determine who shall receive financial aid? _____

Name of parent organization(s): _____
What does this/these organization(s) do for the school? _____

Please review AISGW's [Principles of Good Practice on Admission and Financial Aid](#). All AISGW member schools are encouraged to consider these Principles when assessing their operations and practices. Would your school need to make any changes to its current practices in order to follow them? If yes, please explain:

Finances

If tuitions do not cover the cost of operating the school, what methods are used to raise funds to cover expenses? _____

Describe annual giving and fundraising activities. _____

Who does the school's audit? _____

Statement on Equity and Justice & Statement on Ranking

In addition to the Principles of Good Practice referenced above, AISGW has issued a [Statement on Equity and Justice](#) and a [Statement on Ranking](#), which describe a set of standards that AISGW seeks to embody in its practices and encourage among its membership. Please review these Statements and consider whether your school would need to make any changes to its current practices in order to follow them.

References (optional)

It is sometimes useful for AISGW to contact other independent school heads who are familiar with the applicant school and can provide additional information in support of its application for membership to AISGW. Please list below the names and addresses of any references, preferably heads of AISGW member schools, who we may contact for more information about the institution and its administration.

1. _____

2. _____

3. _____

Please include the following with this application:

1. ____ Brief history of the school
2. ____ Statement of the school's philosophy
3. ____ The school's bylaws
4. ____ School catalog/brochure
5. ____ Photocopy of determination letter which exempts the school from federal income tax as an organization described in section 501(c)(3) of the Internal Revenue Code
6. ____ Professional audit for the fiscal year immediately preceding this application for membership
7. ____ Information as to the school's sponsorship, including a listing of names and occupations of current trustees
8. ____ Faculty list including information on educational background of each teacher for the current year, current responsibility, years at school, years of experience
9. ____ Copy of lease, if any
10. ____ Tuition scale and fees
11. ____ Ways in which the school's facilities are used by outsiders
12. ____ List of schools or colleges which your graduates entered last year

Signature, Head of School

Date of application