

## STEPS IN THE ADMISSIONS PROCESS

1. Click [here](#) to download the application. **Students must file applications by Wednesday, November 23, 2016.** The application can be completed online and emailed to [admissions@epsd.org](mailto:admissions@epsd.org) or printed and mailed to:

ACADEMIES @ ENGLEWOOD  
Leslie Eaton, ADMISSIONS  
274 Knickerbocker Road  
Englewood, NJ 07631

2. Instructions to complete forms online and email to [admissions@epsd.org](mailto:admissions@epsd.org)
  - A. Save and name the downloaded forms as: **'First & Last name – Resident District – Application.pdf'** (Ex. John Doe – Englewood – Application.pdf, John Doe – Englewood – Math Rec, John Doe – Englewood – Applicants District, etc.)
  - B. Open saved file in Adobe Reader and fill-in the highlighted fields.
  - C. For the signature fields follow these steps after clicking on field:
    1. "Add Digital ID" will appear. Select "I want to sign this document using: A new digital ID I want to create now"
    2. "Where would you like to store your self-signed digital ID?" Choose: Windows Certificate Store
    3. Complete the Name and Email Address fields
    4. Hit "finished" and then "Sign"
    5. Signature block will be filled in on the application. You will be asked to save the file. Save and hit "ok" to approve Save As.
    6. Create a new signature on the "SIGN DOCUMENT" box by clicking the arrow for the drop down list and choosing 'New ID'. FOLLOW STEPS 1-6
  - D. After completing the application, email to [admissions@epsd.org](mailto:admissions@epsd.org) with the subject line **Subject: "First & Last name – Resident District – Application"** (Ex. John Doe – Englewood – Application)
3. Parents/guardians of out-of-district students must file a **Notice of Intent to Participate in the School Choice Program** with their home district superintendent by Thursday, December 1, 2016. Download the Notice of Intent, PRINT, and file form with your home district superintendent.
4. The application requires that the applicant's district provide information to the Academies @ Englewood and also requires two letters of recommendation, one from a math teacher and one from a humanities teacher. Click [here](#) to download an application for the district. Click [here](#) to download the recommendation for the math teacher and [here](#) for the humanities teacher.
5. The entrance test for the Academies @ Englewood program will take place on Saturday, November 19, 2016 (9am) and Sunday, November 20, 2016 (1:30pm) on the campus of Dwight Morrow High School. Registration is not required to take the test. The applicant only needs to take the test on one of those days. Make up tests will be on December 8 or 13, 2016 from 5:00PM – 7:00PM.

6. Applicants are also required to be interviewed. Interviews will take place on Thursday, December 8, 2016 or Tuesday, December 13, 2016 from 5:00PM – 7:00PM. Applicants will be notified of their interview date and time at the entrance test.
7. Students will be notified of their acceptance or rejection by the middle of January 2017. Students who are accepted must file a Notice of Intent to Enroll with the Academies @ Englewood program by the end of January 2017. Waiting list students will receive notice of acceptance by mid-April.

If you have any further questions, please contact Leslie Eaton, Admissions Program Manager, at 201.862.6269 or email at: [leaton@epsd.org](mailto:leaton@epsd.org).