

Admission Requirements and Procedures

Prompt transfer of school records is a matter of extreme urgency, which should be given top priority. In order to accelerate the application process it is helpful to send materials to ISY in advance of arrival.

The following is a list that will help you organize required admission documents.

- Official copies of academic transcripts (3 years for 3rd grade and above) documents should be translated into English if in another language
- **Application Form**
- **Parent Consent to release Records Form**
- **Drug Awareness Policy Letter** (grades 6-12 only)
- **Health Form** (2 pages)
- Copy of the student's passport showing passport number, picture, place and date of issue, date of birth
- Application fee of \$100 USD (non refundable however if accepted it will be deducted from the tuition fee)
- One passport-sized photograph of the student, with the student's name written on the back

Once all of the application forms and documents are received we will review the application materials. All students are required to take a math and language assessment. If it is determined that the student meets the general entry requirements, we will schedule an appointment time to interview with the principal. **As a step in the school admissions process, we will also send a recommendation survey to the school from which the student is coming, asking school officials about the students past school overall performance.** After a careful examination of all of the admissions information, the admissions committee will make a decision regarding the student's application to the school and the family will be informed of the admission decision. If the student is accepted, the family will be informed regarding the first day of attendance etc.

For high school applicants, completed application forms and photocopies of all school records/transcripts should be mailed to ISY well in advance of arrival so that efficient scheduling of classes is possible.

In addition to age requirements, grade placement for a new high school student is determined by the credits allocated for work completed at prior schools. A student needs a minimum of six credits for grade 10, twelve credits for grade 11, and eighteen credits for grade 12.

On occasion, a student may be admitted to ISY in spite of records, which reflect poor academic standing. In this event, the student will be placed on academic probation and is expected to achieve and maintain ISY academic standards. A letter of admission that defines these criteria will be sent to parents and parents will have to sign that they agree with the terms of conditional enrollment. If the student does not meet the improvement criteria by the end of the student's first year at ISY, the student may be asked to withdraw from school.

The approval of the Director shall be based upon the evidence of the student's ability to profit from the school program. Among other factors, the Director shall consider the students' level of maturity and proficiency in the use of the English language.

Age Eligibility

- Entrance age of pre-kindergarten: Shall be four years of age on or before October 31st of the current academic school year. **Students age five by October 31st will be placed in kindergarten.**
- Entrance age kindergarten: Shall be five years of age on or before October 31st of the current academic school year. **Students who have turned age six by October 31st will be considered for the first grade.**

- Entrance age first grade: Shall be six years of age on or before October 31 of the current academic school year.
- No applicants will be considered if their twentieth birthday occurs before October 31 of the graduating year.

Age Appropriate Chart

2008-2009 School Year

Year Born	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Year Born	Age Oct 31st
1989	Can Not Accept – Student Too Old Can not be 20 Years by Oct 31 of senior year												1989	19
1990											12	12	1990	18
1991	12	12	12	12	17	12	12	12	12	12	11	11	1991	17
1992	11	11	11	11	16	11	11	11	11	11	10	10	1992	16
1993	10	10	10	10	10	10	10	10	10	10	9	9	1993	15
1994	9	9	9	9	9	9	9	9	9	9	8	8	1994	14
1995	8	8	8	8	8	8	8	8	8	8	7	7	1995	13
1996	7	7	7	7	7	7	7	7	7	7	6	6	1996	12
1997	6	6	6	6	6	6	6	6	6	6	5	5	1997	11
1998	5	5	5	5	5	5	5	5	5	5	4	4	1998	10
1999	4	4	4	4	4	4	4	4	4	4	3	3	1999	9
2000	3	3	3	3	3	3	3	3	3	3	2	2	2000	8
2001	2	2	2	2	2	2	2	2	2	2	1	1	2001	7
2002	1	1	1	1	1	1	1	1	1	1	KG	KG	2002	6
2003	KG	KG	KG	KG	KG	KG	KG	KG	KG	KG	PK	PK	2003	5
2004	PK	PK	PK	PK	PK	PK	PK	PK	PK	PK	Too Young		2004	4
2005										Oct 31st = 4	Nov 1st = 3		2005	3
2006													2006	2
2007													2007	1
2008													2008	Born
2009													2009	

Age of the Youngest in the Class

PK	4	6th	11
KG	5	7th	12
1st	6	8th	13
2 nd	7	9th	14
3rd	8	10th	15
4th	9	11th	16
5th	10	12th	17

From Other Schools and Other National Systems

Children who have had prior schooling are required to bring records indicating grade placement and academic grades earned at the previous school(s). Any child entering the school during the school year, or who is new to the school when it opens in August, will be placed according to ISY age eligibility standards. Other criteria can include the prior three years of school records and, assessment interviews and/or tests.

The ISY calendar begins in August and ends in May or early June. **Students, who come to ISY from systems with a different school year calendar, usually will be placed in the grade the child has already completed in his/her prior school. This means that in some cases students will repeat part of an academic year.**

ESL (English as Second Language) Admissions

The ability to acquire English skills is essential for academic and social success at ISY. Therefore, additional admissions criteria and procedures for acceptance into ISY are as follows:

- The number of places in the ESL program is limited.
- ESL applicants must have an overall academic and behavioral success in previous school.
- ESL applicants for Grade Three and above are required to have a basic knowledge of English, and to demonstrate acceptable English language proficiency in the skills of reading, writing, speaking, and listening.
- An ESL entrance test is required for all students who are non-native speakers of English.
- Students in grades 6-12 must demonstrate that they meet or exceed the minimum levels of English set for that grade level to be accepted into ISY.
- Results on the entrance test affects priority for admissions.

Determining Elementary Class Placement

When the school assembles a new class, we consider a number of factors which will create a heterogeneous classroom considering an even mix of genders, nationalities, languages, personality types, talents and ability levels. No placements will be made based on personal friendships. Class lists will be finalized before the start of school in early August.

Health Records

At the time of admissions, parents must fill out a health form and supply a record of immunizations. Within one month, a health certificate must be completed and missing immunizations taken care of. Also at the time of admission, parents/legal guardians must sign a statement giving the school the authority to send the student for appropriate medical assistance in the event of an emergency.

Health Requirements

All students accepted at ISY must present a current passport or certificate of birth and proper evidence of a recent physical examination. They must also provide proof that they have had, or are in the process of completing, all the following immunizations, from an accredited facility acceptable to ISY, before entering ISY:

- Diphtheria, Pertussis (Whooping Cough) and Tetanus (DPT) Triple Vaccine or DTAP or DT
- OPV (Polio) or Injectable Form
- Measles, Mumps, Rubella (MMR)
- BCG for prevention of Tuberculosis
- Typhoid (oral or injectable form) for oral form, four capsules on alternate days is recommended.
- Hepatitis A and B

- Yellow Fever for students enrolling from Sub-Saharan African and tropical South American countries.

Proof of immunization must also include evidence of booster doses.

Recommended but not required:

- Japanese B Encephalitis: especially for those who travel frequently to rural areas in Thailand.
- Rabies: it is much safer to get pre-exposure vaccinations since Myanmar and Thailand have many stray dogs.
- Varicella Vaccine: for Chicken Pox – not available in Myanmar

Parents' Residence and Presence in Yangon

- Students may **NOT** enroll in ISY unless one parent or an officially appointed guardian is in full-time residence in Yangon.
- If during the school year both parents plan to leave Yangon while the student remains in attendance at ISY, they should appoint a guardian and notify the school as far in advance as possible by completing the form provided by the office each time they plan a trip away from Yangon.
- Because illness, accidents and unforeseen problems can occur at any time, the school asks that the duly appointed guardian live directly with the student to provide adequate care and supervision. A domestic servant does **NOT** qualify as an acceptable guardian, regardless of the age of the student.
- Parents who do not arrange for and inform the school of the student's supervision and guardianship as indicated above, may jeopardize the child's continued enrollment at ISY. Please be assured that the school's concern in this matter is not intended to interfere with the personal responsibilities of parents, but rather is designed to serve the best interests of the students. While a student is attending International School Yangon, the school must be able to contact the parents or guardian directly at any time.

Students with Special Needs

ISY can provide limited support to students with mild learning disabilities only. Mild learning disabled students must be able to participate in the regular academic program. In certain instances mild learning disabled students may benefit from slightly modified approaches in the classroom, on a temporary basis. ISY does not have the resources to accommodate significant learning disabilities.

Each semester, recommendations will be made regarding the student's continuing attendance at ISY. Academic probation procedures will also be followed as outlined in the *Student/Parent Handbook*.

Parents must provide all documentation concerning previous assessment, or any past history of learning disabilities, with their admissions application. Failure to disclose such information may result in a student being asked to withdraw.