

ELEMENTARY Application Checklist

Applicant Name: _____
Last
First
Middle

Mailing Address: _____
Street
Apt./Unit # (if any)

City
State & Country
Zip/Postal Code

Home Phone
Work Phone
Email

The application materials are designed to facilitate the admission process. Please make sure that you follow the directions precisely and include all necessary documentation. A missing piece of the application will result in a delay that may impact a timely decision on admission. Although full acceptance requires official transcripts from each college/university you have attended, it is advisable that you submit interim unofficial transcripts if you have them in your possession.

COMPLETING YOUR APPLICATION

A completed application includes the following documents:

SECTION 1: Send items 1 through 10 (in that order) in an envelope to: Montessori Institute of San Diego, 8745 La Jolla Scenic Drive North, La Jolla, CA 92037. Check off the items that are enclosed in this packet.

1. This page as a cover sheet
2. A completed application form, including applicant's signature and date
3. Resume or curriculum vitae
4. Essay responding to questions in Section G of application
5. Three (3) professional references, each in a sealed envelope with signature of reference across flap (unless submitted directly to MISD by author)
6. If requesting exemption from Foundation Course, copy of AMI Primary diploma OR information about diploma (center that granted it, date, and diploma number)
7. If requesting exemption from AMI dues, proof of membership in AMI for 2014-2015 starting no later than September 2014 and extending until June 2015.
8. Two (2) recent, passport-sized photographs in a sealed envelope (not used for admission)
9. A non-refundable application fee of \$100.00. Make check payable to "MISD" and write "Elementary application fee" in the memo area

SECTION 2: Have the following forwarded to Montessori Institute of San Diego, 8745 La Jolla Scenic Drive North, La Jolla, CA 92037. Check off the items you have arranged for.

1. Original sealed transcripts from each college or graduate school attended, undergraduate and graduate.
2. Three professional references (unless submitted as part of package above, see item #5)

ELEMENTARY Application for Admission

Section A: Instructions for completing application

1. Review application procedures on the Application Checklist.
2. Complete sections B-F and L on this form, using separate paper if needed. Complete section G using separate paper.
3. Complete the Application Checklist.
4. Enclose all required documents in an envelope with the Application Checklist as a cover sheet.*

Section B: Personal Information

Last	First	Middle	Home phone	Cell phone	Email
Address		City	State	Zip/Postal Code	
Date of birth (MM/DD/YYYY)		Birthplace	Country of citizenship	Social security number	
Occupation		Name of spouse (if married)		Ages of children (if any)	

Section C: Education *List all colleges/ universities attended in chronological order & submit official transcripts from each.*

Name	Location	Entered (Mo/Yr)	(Left Mo/Yr)	Degree granted	Date awarded
Name	Location	Entered (Mo/Yr)	(Left Mo/Yr)	Degree granted	Date awarded
Name	Location	Entered (Mo/Yr)	(Left Mo/Yr)	Degree granted	Date awarded
Name	Location	Entered (Mo/Yr)	(Left Mo/Yr)	Degree granted	Date awarded

Section D: Montessori Training *List the institutions attended in chronological order.*

Name	Location	Entered (Mo/Yr)	(Left Mo/Yr)	Certification granted	Date awarded
Name	Location	Entered (Mo/Yr)	(Left Mo/Yr)	Certification granted	Date awarded

Section E: Work Experience *List relevant work experience, in particular work with children. Attach a copy of your resume.*

Employer	Kind of work	Start date (Mo/Yr)	End date (Mo/Yr)
Employer	Kind of work	Start date (Mo/Yr)	End date (Mo/Yr)

Section F: References *List three professional references and submit Elementary Reference Forms in signed and sealed envelopes with application.**

Name	Address	Occupation
Name	Address	Occupation
Name	Address	Occupation

ELEMENTARY Application for Admission

Section G: Personal Essay *On a separate paper, write an essay in answer to the following questions. Subtitle the answer to each question in the order below.*

1. Why do you want to take the AMI Elementary Course?
2. How will the AMI Elementary diploma further your professional goals?
3. What is your experience with children (of any age)? With children of elementary age (6-12)?
4. What are your interests and skills? What qualifications do you bring to this work of guiding a child during the elementary years?

Section H: Diploma Requirements

An AMI diploma is granted upon satisfactory completion of the course requirements which include full attendance at the lectures, full attendance at supervised practical sessions, a minimum number of hours of observation and teaching practice in Montessori classrooms previously approved by staff, reports on observations and records associated with practice teaching, satisfactory completion of albums containing illustrated notes on developmental materials and classroom presentations as given in the course, essays on lectured theory, essays on theory and practice associated with lectures and readings, satisfactory preparation of classroom materials, passing marks on AMI approved written examinations, as well as passing marks on oral examinations supervised by an examiner appointed by the Association Montessori Internationale.

Note: Additional certification such as an FBI background check may be necessary for observation, practice teaching and/or securing a teaching position in some schools.

Section I: Dismissal Policy

Students may be asked to discontinue their studies for academic, medical, psychological, or other cogent reasons. Students not fulfilling any part of the coursework by the final closing date will be "deferred." In this case, the student has one year from the last date of oral examinations to successfully complete remaining requirements. If requirements are not completed within one year, the student has failed and is required to repeat the entire course in order to obtain the diploma.

Section J: Cancellation of Course

The Montessori Institute of San Diego reserves the right to cancel the course due to insufficient enrollment.

Section K: Refund Policy

The State of California Tuition Recovery Policy (available upon request) governs all refunds.

Section L: Diploma Requirements

I hereby certify that all information supplied by me is true and correct to the best of my knowledge. I have read the information and policies stated on all forms related to the application process. I have authorized each college or university to release academic and personal information related to this admission application to the Montessori Institute of San Diego. I understand that any falsification of information on this application is grounds for non-admission or immediate dismissal from the course.

Signature

Date

NON DISCRIMINATION CLAUSE

No person will be denied opportunity or be subject to discrimination in any project, program, or activity because of race, religion, sex, sexual orientation, national origin, ancestry, age, handicap or veteran status.

ELEMENTARY Reference Form

TO THE APPLICANT:

Complete the upper portion and forward this form to the individual who will provide your reference.

Applicant Name: _____
Last
First
M.I.

Mailing Address: _____
Street
Apt./Unit # (if any)

City

State & Country

Zip/Postal Code

Home Phone

Work Phone

Email

Former and/or other name(s) known by the referee: _____

I hereby release the Montessori Institute of San Diego and its agents and employees from liability in connection with investigating and evaluating my application for admission. I further release from liability all parties providing information in good faith concerning my qualifications in connection with my application. I understand that these references are confidential and I will not have access to them.

Signature

Date

TO THE PERSON COMPLETING THIS FORM:

The person named above is applying for admission to the AMI diploma course for elementary school conducted by the Montessori Institute of San Diego. The Admissions Committee finds candid evaluations helpful in admitting candidates who are highly qualified for work with children in elementary school.

Your reference is confidential, and the school will use this form for the purpose of admission only. We truly value your comments. Your appraisal of the applicant will greatly assist the Admissions Committee in reaching a decision in her/his best interest.

The Montessori Institute of San Diego uses a self-managed application process. The process requires applicants to gather all application materials and submit them in a single packet. Ideally, when you complete this recommendation form, you place the form and any attachments into an envelope, sign your name across the sealed flap, and return the envelope to the applicant. However, it is also acceptable for you to mail your reference to us directly at the Montessori Institute of San Diego attn: Elementary, 8745 La Jolla Scenic Drive North, La Jolla, CA 92037.

Your Name (*please print*): _____

Title/Position: _____

Company/Institution: _____

Mailing Address: _____
Street
Apt./Unit # (if any)

City

State & Country

Zip/Postal Code

Home Phone

Work Phone

Email

ELEMENTARY Reference Form

REFERENCE:

Please provide your opinion of the applicant. Describe how long and in what capacity you have known him/her. We appreciate your estimation of the applicant's aptitude for graduate level work in preparation for guiding children of elementary age. In particular, include remarks about the person's character and promise of success working with children. If you have any knowledge of the candidate's experience with children, please include remarks on that experience. Write your comments below or attach them to this form.

Signature

Date