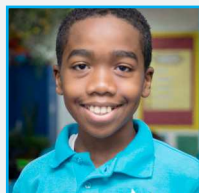




METROPOLITAN SCHOOL *of* PANAMA



Greetings!

Welcome and thank you for considering our school.

The goal of our Admissions team is to ease your child's transition and welcome the whole family into the MET community. We believe that family involvement begins at the admissions process and continues throughout the student's time with us. We warmly invite you to explore our website and learn more about the IB curriculum and our integrated approach to education.

We look forward to meeting you soon and offering a tour of our school so that your family may experience our learning community.

Warm regards,

Mary Tovar
Director of Admissions

ADMISSIONS PROCESS

The Admissions Process at the MET is a six step process:

1. Submit an Online Inquiry Form and payment of \$50.00
2. Present Application Forms and payment of \$150.00
3. Present Additional Documents required by MEDUCA
4. Undergo the Parent Interview and Student Assessment
5. Evaluation of Application by the Admissions Committee
6. Parents must validate international transcripts through MEDUCA

1. Submit an Inquiry: Online Inquiry Form

Are you interested in visiting the MET? You can start the process by completing the short Online Inquiry Form on the Admissions section of our website. Presenting this form involves a non-refundable fee of \$50.00. Once submitted, our Admissions Office will contact you to schedule a meeting or a video conference call.

2. Application

Following the meeting, if spaces are available, you may be invited to continue with the application process by submitting the following forms and documents via e-mail to admissions@themetropolitanschool.com along with the payment of the non-refundable application fee of \$150.00 per child.

FORMS

- ☐ Application for Admission
- ☐ Teacher Recommendation Form(s) completed by a current teacher and returned via e-mail by the teacher/school to our Admissions Office.
 - Pre-Kinder 3 - 5th grade applicants require one (1) recommendation form from a current teacher
 - 6th - 12th grade applicants require two (2) recommendation forms from current teachers as well as one (1) from a Principal or Counselor
- ☐ Signed Declaration of Sponsorship/Non-Sponsorship

ACADEMIC RECORDS

- ☐ Official school reports and transcripts for all previous academic years must be submitted, including the current school year. While we can accept copies of the originals during the Admissions Process, the official (original) transcripts are required upon enrollment.
- ☐ Results of standardized achievement tests and/or psychological educational evaluations (if applicable) should be submitted.

3. Additional Documents required by the Ministry of Education

IDENTIFICATION

- ☐ Two (2) passport or ID size photos
- ☐ One (1) digital family photo
- ☐ Copy of applicant's birth certificate and passport (identification page)
- ☐ Copy of each parent/guardian passport page (identification page)
- ☐ Copy of each parent/guardian Panamanian I.D. or immigration card

HEALTH

- ☐ Copy of the applicant's most recent immunization records
- ☐ Certificate of good health from the applicant's physician (include blood type)



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IMPORTANT INFORMATION FOR 11TH AND 12TH GRADE APPLICANTS

Students applying to 11th and 12th grade must enroll before September 30th due to the rigorous demands of the International Baccalaureate Diploma Program (IB DP) and IB regulations governing the suggested number of hours of study in all subjects. Students may enter 12th grade only if they are transferring from another IB DP school with a similar course offering.

All IB DP courses are taught in English with exception of Spanish language courses. Therefore, the applicant should demonstrate an advanced level of both written and oral fluency in order to ensure academic success.

Admission to the IB DP will be subject to the following:

- Results of the admissions examinations
- Interviews with the Secondary School Principal and IB DP Coordinator
- Record of prior academic achievement
- Previous school reports (including the most recent)
- The applicant's future educational plan

Students may choose to enter one of two IB tracks:

IB Diploma Program track: includes at least 3 higher level (HL) courses, 3 standard level courses (SL), Creativity, Action and Service (CAS), Theory of Knowledge (TOK) and the Extended Essay. Upon completion, students will receive an IB DP diploma, as well as a MEDUCA and MET diploma.

Partial Diploma track: optional for students who wish to take a different combination of HL and SL courses. CAS and TOK will still be required. Upon completion, students will receive a MEDUCA and MET Diploma as well as an IB certificate for each IB DP course completed.

4. Parent Interview & Student Assessment

Once all of the admissions forms and supplemental information have been submitted, our Admissions Team will contact the family to schedule a parent and student interview. We strongly encourage both parents/guardians to attend. Students applying to Secondary School (7th - 12th grade) may also be interviewed by the Secondary School Principal and/or the Curriculum Coordinator. Children who are seeking entry into Pre-Kinder - 12th grade will need to complete an admissions screening assessment. Student assessments will be conducted on the same day as parent interviews. All Preschool students are expected to be potty trained upon entering school (no diapers will be allowed).

We have a comprehensive screening process to evaluate the admissions and placement of each child. During the admissions process, language proficiency assessments may be conducted. Students who have limited English proficiency will receive English as an Additional Language support as required. Enrolling for EAL Services will be requirement for admission and additional fees will apply. Please note that spaces are limited in the program. Due to the rigor of the MYP and DP program, students entering 7th - 12th Grade will require a high level of English. The school does not offer an intensive EAL Program beyond 6th grade.





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During the screening period, if the admissions tester notes a concern, the Head of the Exceptional Education Program (EEP) may observe the student and/or conduct further screening. Depending on the results from this process, parents may be requested to arrange for an Educational Psychologist evaluation before the student is accepted into the school.

We do not presently have opportunities for students with moderate or severe emotional and behavioral disorders (Oppositional Defiance Disorder, Conduct Disorder) or severe physical needs.

5. Application Evaluation

Upon completing the steps detailed in this guide, the complete application will be evaluated by our Admissions Committee. The MET places a great importance in forming well-rounded students of good character whose families embrace and support the values and mission of our school.

After the committee makes a decision, the Director of Admissions will notify the family regarding the outcome via e-mail. The student may be accepted without conditions, accepted with conditions, denied or placed on a wait list. For those students placed in the wait list, priority will be given to sponsored families and current MET siblings.

Please note that all admissions decisions are final and based on whether the school can provide a program that meets the individual needs of the student. Applying to the Metropolitan School of Panama does not guarantee acceptance into the school.

6. Validating Transcripts Issued Internationally

The Panamanian Ministry of Education (MEDUCA), the legal entity that oversees academic institutions in Panama, requires that all students entering 2nd - 12th grade that transfer from a school abroad, go through a validating process. All transcripts issued outside of Panama must be apostilled in the Ministry of Foreign Affairs or in an embassy of the country that issued the transcript, to later be validated through MEDUCA. This procedure is a requirement to officially enroll the student into the correct grade level.

For more information about our Admissions Process, please contact us at:

admissions@themetropolitanschool.com
#104, Ave Vicente Bonilla,
Ciudad del Saber, Clayton - Panama
T +(507) 317-1130

or visit us online at

www.themetropolitanschool.com

