

Admission Handbook

American International School of Lagos



2011/2012

The information in this booklet is provided to assist you in completing the AISL admissions process, to provide information on services available at AISL and to answer questions that you may have regarding enrollment.

We are pleased that you are considering AISL for your child's education and we look forward to working with you in a close partnership. For further explanation of the admission guidelines, criteria for admissions, admissions procedures or additional assistance see the Admissions section of our website at www.aislagos.org.

Thank you for taking the time to review the admissions and application process as explained in this document.

admissions@aislagos.com





Criteria and Procedures

The AISL admission criteria reflect the school's Mission and Admission policy:

Mission:

The American International School of Lagos is committed to providing an exemplary American educational experience with an international perspective that leads to global opportunities. We celebrate the diversity of our student body in a safe and caring environment.

Principles/Beliefs:

1. We believe education is a shared responsibility among parents, students, staff, administration, and the board.
2. We will provide an excellent education based on an American curriculum, using US National Standards and incorporating innovative teaching methods.
3. We will challenge all students to achieve their highest capability and potential; academically, physically, and socially.
4. We will attract and retain a highly qualified and motivated staff and will invest in their professional development and growth.
5. We will embrace our diversity by promoting an inclusive environment; one of dignity, respect, and tolerance.
6. We will promote continuous improvement in all areas of the school through regular assessment and evaluation.
7. We will embrace teamwork.
8. We will conduct ourselves with honesty and integrity.

Vision:

In a world-class educational environment, the American International School of Lagos inspires students to discover their passion for learning, fulfill their potential, and become responsible global citizens.

Statement of Purpose

The primary purpose of the American International School of Lagos is to serve the educational needs of the international community of Lagos. We are a coeducational and non-sectarian institution that welcomes students of all nationalities, races, religions and cultures. We recognize the value of the diversity of the school and the admission policies are designed to maintain an appropriate balance of diversity and preserve our fundamental identity as an American International school.

Admissions Priority

Our admissions priorities are guided by our founding mission to serve the educational needs of children of Americans and other foreign nationals on temporary assignment in Lagos. Applicants are classified by the following Categories with priority for admission given in that order.

1. Dependents of US State Deptment and Consular employees, AISL overseas hire faculty and staff, and Special Assessment companies.
2. Dependents of Guaranteed Enrollment Plan companies
3. Dependents of US citizens who are on expatriate assignment in Nigeria
4. Dependents of non-US citizens who are on expatriate assignment in Nigeria
5. Siblings and previously enrolled students
6. Dependents of US citizens who are permanent residents of Nigeria
7. Dependents of non-US citizens who are permanent residents of Nigeria

In order to ensure the international character of our student body, to maintain an appropriate balance and preserve the fundamental identity of the school, we will limit the enrollment of any single nationality group to fewer than 30% (except US Citizens on temporary assignment in Lagos).

Admission Of Students On Waiting List

When the number of eligible applicants exceeds the availability of spaces for a particular grade, year, or program, students may be placed on a waiting list until space becomes available.

Only applicants who have fulfilled all of the application requirements are eligible for the waiting list. The Admissions Category of the student and the date of the completed application determine the applicant's position on the wait list. When filling an available space, the school reserves the right to also consider other factors, including the diversity balance of the school and the student's educational/language support requirements.

It is the responsibility of the parent/guardian of the student(s) on the waiting list to check with the school at least every sixty (60) days regarding admission of their child to the regular school program. Failure to do this will result in the child's name being dropped from the active list.

REVISED FEBRUARY 22, 2011

Admissions Requirements/Student Placement

All students applying to AISL must meet the school's entrance requirements irrespective of priority category or guaranteed enrollment status. These requirements include satisfactory progress in prior school(s) and screening examinations when appropriate. AISL reserves the right to assess all applicants and to deny admission to any student who does not meet the defined entrance requirements.

Students coming from Accredited State-side schools or other American accredited curriculum schools will gain admission based upon official records from the previous school, which show they have been succeeding at or above the average of their classmates. Students whose records give insufficient information or show areas of specific concern may be required to sit for further admissions screening prior to an admission's decision being made. Additional screening tests will only take place once all previous required documentation has been received and reviewed. AISL reserves the right to assess all applicants.

See Policy 3.103 Grade-Level Admissions Determination for more specific requirements.

Student Support Services

AISL does not have special classes, staff or resources to provide educational support for students with moderate to severe learning difficulties. This includes students that have been identified as eligible for special education services, as well as students who have been identified as having Specific Learning Disabilities (SLD), Emotional or Behavioral Disabilities (EBD), Mild/Moderate/Severe Intellectual Disability, Auditory Impairment or Visual Impairment. Due to the limited resources in this area, AISL reserves the right to deny admission to students who have demonstrable special learning, behavioral and/or emotional needs.

AISL may provide student support services for AISL students who meet our entrance criteria, but are not meeting AISL grade-level standards. Elementary students who are granted admission, but are identified as needing Academic or English Language support, will be required to follow programs in these areas as defined and provided by the school. Middle/High School students who are granted admission, but are identified as needing English Language support, will be required to follow the programs in this area defined and provided by the school. Families will be charged for these services. Fees will be determined by AISL administration and are dependent on the level of support provided.

Please refer to the Student Support Guidelines

Students Requiring English Language Support (ELL)

Non-native speakers of English who are not fluent in English may be admitted if space is available in the ELL (English Language Learners) program. In the secondary school, admission to the ELL program is dependent upon the applicant's ability to achieve a sufficient score on the English language placement examination that will give him/her every chance of successfully completing the ELL program by the end of Grade 10. It must be understood that to matriculate to grade 11, an ELL student must read and write at a 10th grade level, based on standardized testing undertaken at AISL.

Please refer to the Student Support Guidelines

When the Learning Support and/or English Language Learner programs reach capacity in any given school year, new applicants requiring these services may be denied admission irrespective of priority category or guaranteed enrollment status.

REVISED FEBRUARY 22, 2011

Grade Level Placement And Admission Requirements

Grade placement is based upon age, education needs, and social/emotional maturity. Students should be no more than one year older or younger than the average for their grade and must have every opportunity to successfully satisfy AISL graduation requirements before their 20th birthday.

Students who have successfully completed a grade level at a school that uses a January – December academic calendar year, will be placed in the grade they have just completed if they are being admitted during Semester 2.

Admission to Pre-Kindergarten

Admission to the Pre-Kindergarten is determined by age and through assessment of the applicant's readiness to benefit from the AISL Pre-Kindergarten program. To meet the age requirement, applicants must be four-years old on or before August 31st for the school year they wish to enroll.

Admission to Kindergarten

Admission to Kindergarten is determined by the age and through assessment of the applicant's readiness to benefit from the AISL Kindergarten program. To meet the age requirement, applicants must be five-years old on or before August 31st of the year they wish to enroll.

Admission to Grade 1

Admission to first grade is determined by age, readiness and AISL assessment. To meet the age requirement, applicants must be six-years old on or before August 31st of the school year they wish to enroll and/or successfully completed the AISL kindergarten program or its equivalent, as determined by AISL.

Admission to Grades 2-5

Admission to the Elementary School in Grades 2 – 5 is generally based on previous school records and AISL assessment results. Students who have attended a school with an American or similar curriculum will be placed in the grade following the highest grade successfully completed. AISL reserves the right to place students in the appropriate grade based on previous school records, assessment results, and age appropriateness.



**Policy 3.103
(Continued)**

Admission to Middle School

Admission to Middle School in Grades 6, 7 and 8 is based on previous school records and AISL assessment results. Students who have attended a school with an American or similar curriculum will be placed in the grade following the highest grade successfully completed. Diagnostic tests in some subject areas such as Math, French and Spanish may be given to determine placement in appropriate subject levels.

Admission to High School

Secondary students wishing to be considered for admission to AISL must be in a position to successfully complete a college preparatory academic program in order to earn the AISL diploma. For entry into the IB Diploma Program in Grade 11, students must demonstrate appropriate advanced proficiency in writing, reading and mathematics. All academic and non-academic requirements must be able to be achieved before a student’s 20th birthday.

High school students are placed in a particular grade at the beginning of the academic year based on the number of credits earned toward graduation.

Number of High School Credits and Class Placement

The high school counselor will determine credit allocation, appropriate grade, and class placement through a careful review of school records for students coming from schools that use grading and evaluation systems that differ from those used at AISL.

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The high school counselor will determine credit allocation, appropriate grade, and class placement through a careful review of school records for students coming from schools that use grading and evaluation systems that differ from those used at AISL.

Note: Students must earn a total of twenty-four (24) credits and complete 75 community service hours in order to graduate with an AISL Diploma. (Policy 2.5)

Deadline for High School Enrollment Credit

Students in grades 9-12 who enroll at AISL after the 15th day of the semester will not receive credit, unless the student is transferring into AISL from an accredited high school. Students must provide current semester withdrawal information with current grades prior to admission review.

Below 6	(including 1 in English and Math)	9th Grade (Freshman)
6 to 11.5	(including 2 in English and Math)	10th Grade (Sophomore)
12 to 17.5	(including 3 in English and Math)	11th Grade (Junior)
18 and above	(including 4 in English and Math)	12th Grade (Senior)

Application Requirements

Forms

- A completed Application/Health Form. This includes a copy of immunization records.
- Verification of date of birth. This could be a copy of the birth certificate or a photocopy of the page in the child's passport on which the date of birth is recorded
- A recent passport photo of the applicant
- Copy of STR Visa and Cerpac for proof of expatriate assignment if you want to be considered for enrollment in categories 3 or 4
- Copy of parent/guardian's U.S. Passport for proof of American citizenship if the applicant is to be considered for enrollment in category 6

Academic Records

- A **minimum** of two (2) years of the most recent school records (where the student is old enough to possess them), showing courses taken and results. High School applicants must provide official transcripts of all their semesters completed and all work in progress at the time of application. School reports from non-English speaking schools **must** be **officially** translated into English.
- Students in Pre-K - 5th grades need to complete a confidential "School Report".
- Students in 6th – 12th grades will need to have their current administrator/counselor, math, and English teacher fill out the confidential forms
- Standardized achievement tests and/or psychological - educational evaluations must be submitted. Failure to disclose these records at the time of application may result in inappropriate grade placement, academic difficulties and ultimately in a request to withdraw from AISL.

Application Status

Offer of Placement

If an opening occurs and your child meets all Admissions criteria, you will be contacted by the Admission's Director either by a phone call or email.

Wait Pool

If an applicant meets admission requirement but is applying for enrollment in a grade level that is full, then that applicant will be placed in the wait pool. Because of AISL's Admission Policy, an applicant's position in the wait pool may change if there are subsequent applications from families from other categories. If a place becomes available, parents are notified and receive an offer of placement.

Deny Placement

An applicant may be denied admission when there are concerns about academic, social or emotional stability when AISL is unable to offer a program to meet adequately an individual student's learning needs



AISL SUPPORT SERVICES

(Learning, Counseling and English Language Learning)

AISL is a private, secular American school in Lagos, Nigeria. It seeks to accommodate students of differing abilities and interests and who can to succeed in a mainstream classroom in the context of a college preparatory program. All students must demonstrate average to above average grades for admission and the goal of AISL support services is to help qualifying students meet classroom expectations independently, without detracting from the education of other students.

AISL has a range of support services for students including:

1. Learning support opportunities for students with mild learning disabilities.
2. Counseling for all students
3. English Language Learning for students who require support in speaking, listening, reading and writing in English up to and including Grade 10.

It must be noted, however, that at present, the layout of the current AISL campus prevents accommodation of some students requiring physical assistance.

1. LEARNING SUPPORT

Key Understandings

- AISL provides learning support services for children with mild learning challenges.
- Learning support services are not intended to provide alternate course of study nor modification of curriculum.
- AISL recognizes that some of its students have specific learning challenges, language differences, and/or behavioral issues that require support. The provision of student support services is consistent with the school wide adopted standards-based curriculum.
- Learning support services will be provided within the limits and capacity of the schools existing resources, facilities and personnel.
- A student may be identified with more intensive learning needs after admission.
- At the end of the current school year, any student whose needs exceed the regular support services provided at AISL (LSS Levels 0, 1 or 2) may have their enrollment discontinued.
- In all cases, the principal has the authority to deny admission or discontinue enrollment.

Learning Support Levels

- Level 0: A student's needs can be met in the regular classroom with no pullout intervention. The student support teacher may come into the classroom to assist with accommodations to instruction, assignments and/or assessments.
- Level 1: A student requires less than 45 minutes per day of targeted small group instruction in the Learning Support Service room. Accommodations may be made to instruction, assignments and/or assessments.
- Level 2: Student requires 45-90 minutes per day of targeted small group instruction, or any one-on-one instruction, in the Learning Support Service room. Accommodations may be made to instruction, assignments and/or assessments.
- Level 3: Student requires a modified curriculum, specially designed instruction, extensive time, additional staffing or accommodations to building facilities due to learning, social, emotional, behavioral or physical challenges. AISL does not have the facilities or resources to meet the needs of these students at any grade level

Learning Support Services at AISL: Elementary School

- AISL can accommodate and provide support to students whose needs can be classified as Levels 0, 1 or 2
- At this time, AISL ES cannot accommodate nor accept students whose needs can be classified as level 3.
- AISL offers a continuum of services for students with academic needs that includes assisting students with mild to moderate learning difficulties and poor study skills.
- Students may be supported in the regular classroom, or come to the Learning Support Service room where they may receive one:one instruction or work in small groups.
- Interventions may include access to a learning teacher support teacher, counseling services, and any accommodations to assignments and assessments that are consistent with the school's mission. Such accommodations must be appropriate to age and grade level expectations and does not modify curricular content.

Learning Support Services at AISL: Middle School

- AISL can accommodate and provide support to students whose needs can be classified as level 0 and level 1 only.
- At this time, AISL MS cannot accommodate students nor accept students whose needs can be classified as level 2 or 3.
- AISL offers limited services for students with academic support needs that include assisting students with mild to moderate learning difficulties and poor study skills.
- Students may be supported in the regular classroom, or come to the Learning Support Service room for less than 45 minutes per day where they may receive one:one instruction or work in small groups.
- Interventions may include counseling services, and any accommodations to assignments and assessments that are consistent with the recommendations in documented assessments and the school's mission. Such accommodations must be appropriate to age and grade level expectations and may not modify curricular content.

Learning Support Services at AISL: High School

- AISL can accommodate and provide support to students whose needs can be classified as level 0 only.
- AISL HS cannot accommodate nor accept students whose needs can be classified as level 1, 2 or 3.
- Interventions may include counseling services, and any accommodations to assignments and assessments that are consistent with the recommendations in documented assessments and the school's mission. Such accommodations must be appropriate to age and grade level expectations and may not modify curricular content.

2. COUNSELING

Key Understandings

AISL provides all students equitable access to counseling services that focus on academic success, personal and social development and career and college guidance. Delivery of these services may be provided through individual and group activities as well as through classroom and assembly participation.

At AISL we endeavor to support the students by:

- Planning suitable academic programs for students
- Providing short-term personal counseling.
- Assisting with strategies to address academic challenges.
- Assisting with adjustment issues.
- Exploring career interests and possibilities.
- Advising for college admissions testing in the HS.
- Developing an admissions portfolio for HS students that may include: resume, essay, recommendations and guiding seniors through the university admissions and selection process.

At AISL we will endeavor to support parents by:

- Consulting on issues affecting their child's academic, social, or emotional growth.
- Presenting workshops on topics of interest to students and parents of high school students.

At AISL we will endeavor to support school-wide instruction by:

- Coordinating with teachers to enhance academic success for individual students.
- Consulting with teachers and parents concerning the social/emotional growth of students.
- Referring to mental health service providers where appropriate and available.
- Liaising with college admissions officers.

3. ENGLISH LANGUAGE LEARNING

Key Understandings

- AISL accepts students with little to no prior education in the English language and provides them with support for English and second language classes within their daily schedule. The level of support will be decided from a proficiency test taken as part of the admissions process.
- AISL has an ELL program for students who require support in speaking, listening, reading and writing in English.
- The AISL ELL program provides English language learners with an enriched, language-immersion education in which English is the primary language of instruction. Our school-wide instruction and assessment is designed to facilitate our students' learning to meet and exceed our academic standards.
- At AISL English language learning is taught as a subject and through subject matter consistent with mainstream teachers, thereby developing both the skills and abilities to use English for social, intercultural and instructional purposes. A grade appropriate level of English proficiency is our ultimate instructional goal so that ELL students have a level of English proficiency by the end of the tenth grade that allows them to participate in a rigorous college preparatory program in the mainstream classroom as required by AISL Board Policy (3.102).

ELL Levels

- Level 0: If the student is at or above grade level, he/she can be exited completely from the ELL program and is integrated into the general academic program with continued monitoring until independent.
- Level 1: If the student has an intermediate level of English (at least Grade 5 G.E.) and is testing at G.E. or <1yr below G.E. the ELL Exit Checklist will be given to core teachers by the ELL teacher. Students can only exit the program if the Social Science, Science and Math teachers agree that the student should be exited. The checklist helps to formalize the exit process and will help core teachers to focus on 'ELL-related' criteria.

Students who are ready to exit the ELL program will have most checks in the 'Frequently; and 'Consistently' columns. However, if say the student's writing is evaluated as being mostly in the 'sometimes' column- that student should probably not be exited. The checklists are not meant as a tool to pressure teachers to agree with an ELL teacher's decision. The goal of the ELL program at AISL is for students to acquire enough English language skills to function independently in mainstream classes. Therefore, core teachers are the best judges of whether the student is ready or not.

If the student is not at grade level but is performing and succeeding in Social Sciences, Science and Math without difficulties, he/she may be placed into the regular English class and continue with one course of ELL during their Second Language time.

- Level 2: If the student has a beginner level of English and is testing >1 yr below Grade equivalency, he/she requires two ELL courses of study.

The Application Process

Application is Reviewed

The Admission's Director will review the application and contact you if any further information is required. After a review of the application, if there is an opening in the appropriate grade level you will be notified.

Student Assessment

An applicant will be called in for an entrance assessment when a vacancy occurs at the appropriate grade level as determined by the student age/grade level guidelines. The entrance assessment may include: assessment in the basic skills, vocabulary, reading comprehension, spelling, mathematics and written expression. Students are expected to score at or above grade level in the above areas in order to be granted admission.

Admission Timeline

The AISL school year starts in August and ends in June. Applicants for admission to AISL are strongly encouraged to apply as early as possible, as the school may be at capacity in certain grade levels.

An application for admission will not be processed until the Director of Admissions has received all the necessary documents, as outlined in the "Application Requirements" section. While school is in session, the expected processing time is three (3) working days.

Application Fee

A U.S. \$500 nonrefundable application fee per student is due upon submission of the application. This may be paid in cash (U.S. or Naira), or check drawn on a U.S. Bank.

Key Information When Applying to AISL

- When you transfer to AISL, remember to carry school records with you and do not put them in your shipment. You should be prepared to provide complete information about your child's previous educational experience. School records and reports are essential in the enrollment process and applicants need to be aware that failure to provide these documents will delay the process of application and enrollment.
- Applicants must provide records from their two most recent school years. If no school records are available for Pre-K or Kindergarten students, please request that the previous school supply a letter indicating the year(s) the student attended and the student's progress.
- If records are in a language other than English, please have the records translated into English and include the certified translation with the official school record.
- In addition to school records, a Confidential School Report must accompany an application for Pre-K to Grade 5. Middle and High school students need to have the confidential school report for grades 6 to 12 completed by the school counselor, Math and English teacher.
- Students entering from schools where the academic year does not correspond with AISL's August-June calendar (e.g. South Africa, Australia, Korea) will continue in the same grade level when they enter AISL (e.g. a child who has completed grade 4 in Australia and arrives midway through our school year will compete the rest of the year in 4th grade before moving onto 5th grade).
- For High School applicants, unofficial transcripts may be submitted initially, however we do require official transcripts from the previous school attended for the purpose of transferring credits.

Grade Level Placement Decisions

From a U.S. Based System

Students who enter from schools with a primarily U.S. based curriculum are placed with their age group, provided they have successfully completed the appropriate number of years in school. The U.S. system of education usually calls for one year of Kindergarten at age 5 for a total of 13 years of school. University entrance is normally at age 18. Students who enter from U.S. curriculum schools or from other international schools with the same calendar will be placed on the basis of past school records, number of years in school and age.

From a British Based System

Students who have attended reception and are about to begin Year 1 in a British system, and are 5 years old by August 31 of current year will be placed in Kindergarten at AISL. Year 2 students who are 6 years old by August 31 of current year will be placed in Grade 1 at AISL. Thereafter applicants will be placed according to age and the number of years that the school records indicate the student has been in school. If you have questions or need clarification look at the "School System Comparison Chart".

From Schools with Different Calendars

In most cases, students coming from schools with a different calendar (i.e. Australia, South Africa, Brazil) will continue in the same grade level when they enter AISL.

AISL Minimum Age Requirements for Grade Level Entry 2011/2012 School Year

In order to enter the designated grade-level, the child's birthday must fall before the date indicated below:

Notes - Your child must:

- have reached a sufficient level of independence to separate from parents/caregivers
- have sufficient skills to interact appropriately with same age children
- be able to listen to and follow directions with guidance

Grade	Age	Birthdate (Before)
Pre-K	4	September 1, 2007
Kindergarten	5	September 1, 2006
Grade 1	6	September 1, 2005
Grade 2	7	September 1, 2004
Grade 3	8	September 1, 2003
Grade 4	9	September 1, 2002
Grade 5	10	September 1, 2001
Grade 6	11	September 1, 2000
Grade 7	12	September 1, 1999
Grade 8	13	September 1, 1998
Grade 9	14	September 1, 1997
Grade 10	15	September 1, 1996
Grade 11	16	September 1, 1995
Grade 12	17	September 1, 1994

For Grades 1-12, the final decision for grade level placement is based on the student's date of birth and last grade completed

General Information

The Elementary School Year

The Elementary AISL school year is divided into three (3) trimesters running from mid-August to first week in November, then to first week in March, and then to second week in June.

The Secondary School Calendar

The Secondary AISL school year is divided into two (2) semesters from mid-August to mid-January and then through the second week of June.

School Hours

Pre-Kindergarten	9:30 – 2:10
Kindergarten – Grade Five	7:30 – 2:10
Middle School	7:30 – 2:55
High School	8:30 – 3:30

Vehicle Permits

A yearly vehicle sticker is issued to allow access through the 1004 Gate and school security. Parents must pick up their permits in person at the school. Please note that a vehicle sticker will not be issued until a student has been accepted for enrollment.

Parents, Drivers, Nannies ID's

All visitors to AISL must present an ID to our security personnel at the front gate in order to gain entry to our campus. AISL parents will have an ID card that is issued by the school after a student is enrolled.

Parents need to complete an ID application form for themselves, drivers and nannies and have their photos taken in the main office.

ID Photo Schedule

Monday and Wednesday

7:30 am to 8:30 am

1:30 pm to 3:00 pm

School Fees

Annual school fees consist of tuition, capital fee and a one-time registration fee. Students meeting admission criteria will be invoiced immediately upon acceptance.

Policy 10.401

Tuition Payment Terms and Deadlines

1. Tuition payments may be made in US dollar cash, US dollar checks, wire transfer to the School’s US bank, or direct deposit to the School’s domiciliary accounts. Any fees incurred by the School on transfers and checks drawn on non-US banks will be charged to the payer. Payment in Naira is accepted for “private-pay” individuals at a conversion rate equal to the current Bureau de Change rate. The school will establish the conversion rate at the time of payment.

2. For returning students (those who have indicated on the Survey of Intent that they are returning), tuition and fee bills are prepared by the Business Office and sent to the designated party responsible no later than the first working day of May, with payment due no later than June 1st.

3. For pre-enrolled new students, tuition and fee bills are prepared by the Business Office upon notification by the Admissions Office of the students’ acceptance and sent to the designated party responsible. Payment is due no later than 2 weeks after the billing date.

4. All pre-enrolled students are billed for the full year’s tuition on the initial bill.

5. For those students whose tuition is paid by their parents’ employer/company, the full payment (100% of the tuition and other relevant fees) is payable by the due date.

6. For those students whose tuition is paid by parents (“private-pay”), as indicated on the enrollment form, the tuition may be paid by term: 1/3 of full year tuition in 3 installments for Pre-K through Grade 5; ½ of full year tuition in 2 installments for Middle School and High School. The payment deadline for the 1st term tuition installment (plus full payment of other relevant fees) does not change (as outlined above in paragraph 1 and 2). Subsequent term payments will be due no later than 14 days before the start of the next term. A letter outlining the 2nd and/or 3rd term payment due dates will accompany the initial fee bill. Parents electing this payment option must sign and return a copy of the letter with the 1st term installment. The Business Office will send a notice for the 2nd and/or 3rd term payments one month prior to the start of the next term.

7. For any student enrolling after the beginning of the first term, tuition will be billed for all terms in which the student will attend in that school year. All relevant fees and tuition (either in full or for the initial term based on the provision above) will be due immediately and must be paid prior to the student being allowed to attend School.

8. Tuition is not pro-rated for partial attendance during a term. Attendance for one day of the term requires full payment for that term. Students starting after the beginning of any term and/or students leaving before the end of the any term will pay the full-term tuition.

9. Payment schedules for the US Embassy and Companies paying the Special Assessment fee may differ from those outlined above due to the authorization process and bill-paying cycle for these organizations.

10. Any request for a special exception regarding tuition payments should be submitted in writing to the Business Manager and the Superintendent. If the Superintendent recommends for the exception, he/she will bring the recommendation to the Board of Directors. The Board of Directors will consider and vote on the request.

Application Fee	\$500
Registration Fee (one time only, payable upon admission)	
Pre-K – Grade 10	\$10,000
Grade 11	\$7,500
Grade 12	\$5,000
Capital Levy	\$2,000
Pre-Kindergarten	\$12,600
Elementary (Grade K-5)	\$15,015
Middle School (Grade 6-8)	\$19,446
High School (Grade 9-12)	\$22,302
English Language Learners (ELL)	\$4,800
Academic Support	\$4,800

Late Payment

Failure to pay tuition billed by the due date will result in the assessment of a late penalty fee of 10% of the total fee bill. This fee will be assessed retroactively for any returned checks.

Failure to pay fees prior to the beginning of any term will result in the student being denied a place in the school until fees are paid. When a 2nd and/or 3rd term tuition payment is not paid, the previous term report card for the student(s) will not be released until payment is made. The School reserves the right to offer this place to another prospective student one week before the start of the term.

Policy 10.404

Other Student Fees: Application Fee

This is a non-refundable fee that must accompany the Application for Admission for each prospective new student. This is a non-recurring fee. However, if a former student re-enrolls in the School, a new application is required and the fee will be charged again unless the re-enrollment occurs within the same school year.

Policy 10.405

Registration Fee

This is a non-refundable fee that is charged in the first year that the student is enrolled in the School. Full payment is due with the first tuition payment. This fee is charged per student, not per family. This is a non-recurring fee.

Policy 10.501

Special Fees

In addition to regular tuition fees, application fees, and registration fees charged to each student as described in Policy 10.400 Student Fees, special fees may be charged for certain programs and activities. These fees may include but are not limited to:

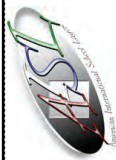
- Band equipment rental
- Library fines
- Yearbook and Year-end dvd
- Individual and class photographs
- After-school activities
- Field Trips
- International Trips



Fees will be set by the appropriate faculty and/or administrator and approved by the Superintendent.

Fees collected may be used to directly offset the cost of the activity (i.e. payments to after-school activity instructors, field trips), may be directed to the PTO Budget, or may be directed to the Annual Operating Budget, as appropriate.





AISL SCHOOL SYSTEM COMPARISON CHART

AISL Grade<>>	Elementary			Middle School			High School			Additional grades in other systems	School Year	IB Grade 11 & 12		
	PRE K	K	1	2	3	4	5	6	7				8	9
Birthdate cut off	1st Sept	1st Sept	1st Sept	1st Sept										
AISL Age Guideline	4	5	6	7	8	9	10	11	12	13	14	15	16	17
USA	PRE K	K	1	2	3	4	5	6	7	8	9	10	11	12
British System (BIS, CIS)	Reception	Y1, P1	Y2, P2, Mid-Infant	Y3, P3, Top-Infant	Y4, P4, Jr 1	Y5, P5, Jr 2	Y6, P6	Y7, P7	Y8, P8, Lower 4	Y9, Sec 1, Upper 4	Y10, Sec 2, Lower 5	Y11, Sec 3, Upper 5	Y12, Lvr 6, Std, Sec 4	Y13, Upr 6, Sec 5
Nigeria		P1	P2	P3	P4	P5	P6	J51	J52	J53	SS1	SS2	SS3	A Levels
China		Pre-School	Primary 1	Primary 2	Primary 3	Primary 4	Primary 5	Primary 6	Lower 1	Lower 2	Lower 3	Upper 1	Upper 2	Upper 3
Hong Kong		P1	P2	P3	P4	P5	P6	P6	Form 1	Form 2	Form 3	Form 4	Form 5	Form 6
Taiwan		P1	P2	P3	P4	P5	P6	P6						
Dutch System	Group 1	Group 2	Group 3	Group 4	Group 5	Group 6	Group 7	Group 8	VMBO, HAVO, VWO	VMBO, HAVO, VWO	VMBO, HAVO, VWO	VMBO, HAVO, VWO	VMBO, HAVO, VWO	VWO
Israel		Primary 1	Primary 2	Primary 3	Primary 4	Primary 5	Primary 6	Primary 7	Lower Secondary 1	Lower Secondary 2	Lower Secondary 3	Upper Secondary 1	Upper Secondary 2	Upper Secondary 3
Scotland	N/A	P1	P2	P3	P4	P5	P6	P7	Y1	Y2	Y3	Y4	Y5	Y6
France	Petite Sect	Moyenne Sect	CP	CE1	CE2	CM1	CM2	College 6	College 5	College 4	College 3	Lycee 2nd	Lycee 1st	Terminale
German -Arhitur	K1	K2	K3	P1	P2	P3	P4	P5/Gym 1	Gymn 2	Gymn 3	Gymn 4	Gymn 5	Gymn 6	Gymn 7
Thailand	Pre KG	K1	K2	Prathom 1	Prathom 1	Prathom 1	Prathom 1	Prathom 1	Matayom 1	Matayom 2	Matayom 3	Matayom 4	Matayom 5	Matayom 6
Italy	N/A	N/A	N/A	Elem 1	Elem 2	Elem 3	Elem 4	Elem 5	Cer 1	Cer 2	Cer 3	Lyceum 1	Lyceum 2	Lyceum 3
Finland	N/A	N/A	N/A	K	P1	P2	P3	P4	P5	Upper 1	Upper 2	Upper 3	G1	G2
Sweden	N/A	N/A	N/A	K	1	2	3	4	5	6	7	8	9	Pre U 1
Norway	N/A	N/A	N/A	1	2	3	4	5	6	7	8	9	10	Pre U 2
Denmark	N/A	N/A	N/A	N/A	N/A	N/A	N/A	K	K	1	2	3	4	Gymn 3
Argentina	K1	K2	K3	P1	P2	P3	P4	P5	P6	Sec-G7	Sec-G8	Sec-G9	Sec Upper 1	Sec Upper 2
Korea	N/A	K1	K2 Age 7	Elem 1 Age 8	Elem 2 Age 9	Elem 3 Age 10	Elem 4 Age 11	Elem 5 Age 12	Elem 6 Age 13	M.S. G1 Age 14	M.S. G2 Age 15	M.S. G3 Age 16	H.S. G1 Age 17	H.S. G2 Age 18
New Zealand	Pre-School	K	Y1	Y2	Y3	Y4	Y5	Y6	Y7	Y8	Y9	Y10	Y11	Y12
Australia -Vic/NSW	N/A	K / Pre-S	Rec/Prep/K	G1/Y1	G2/Y2	G3/Y3	G4/Y4	G5/Y5	G6/Y6	G7/Y7	Y8	Y9	Y10	Y11
Singapore/Malaysia	N/A	K1/Nurs	K2/K2	P1/Pre-S	P2/Std 1	P3/Std 2	P4/Std 3	P5/Std 4	P6/Std 5	Sec 1/Std 6	Sec 2/Fm1	Sec 3/Fm2	Sec 4/Fm3	Pre-U1/F4
Brazil			G1	G2	G3	G4	G5	G6	G7	G8	G9	G10	G11	G12
Japan - UCAS	k1	k2	k3	Primary 1	Primary 2	Primary 3	Primary 4	Primary 5	Primary 6	Lower Sec 1	Lower Sec 2	Upper Sec 3	Upper Sec 2	Upper Sec 1
India	Nursery	K jr/lwr	K sr/uppr	Std I	Std II	Std III	Std IV	Std V	Std VI	Std VII	Std VIII	Std IX	Std X	High Sec 1
South Africa	N/A	N/A	K	G1,Std 1	G2	G3	G4	G5	G6	G7	G8	G9	G10 GCSE	G11
Zimbabwe	N/A	N/A	K	G1,Std 1	G2	G3	G4	G5	G6	G7	Form 1	Form 2	Form 3	Form 4

AISL Elementary & Middle School 2011-2012 Dress Standard

All clothing items need to be free of visible emblems and brand markings

Appropriate Shirts/Top

Boys Colors – Navy Blue, White, Red

- Long or short sleeved
- Polo tops – not baggy, must fit the person
- Oxford button down – not baggy, must fit the person
- Spirit T-Shirt – designated spirit days only

Girls Colors – Navy blue, White, Red

- Polo tops – not baggy, must fit the person
- Peter Pan type polo shirt
- Oxford button down – not baggy, must fit the person
- Spirit T-Shirt – designated spirit days only

Appropriate Pants Must fit at the waist;
Cargo style bottoms are *not acceptable*, shorts, skirts and skorts length must be within one inch of knee

Boys Colors – Navy Blue, Khaki

- Walking Length Shorts (knee length)
- Pleated or non-pleated Chino style pants (**no sagging**)

Girls Colors – Navy, Black, Khaki

- Walking Length Shorts (knee length)
- Pleated or non-pleated Chino style pants
- Capri pants
- pleated non-pleated skirts and skorts

Appropriate Sweatshirts/Sweaters - Must be a solid color; zip, button, and pull-over are acceptable; **hoods are not allowed**

No graphics, printing, pictures or logos

- Zipper or pull over (no hoods)
- Colors: Navy Blue, Red, and White

Approved Shoes (Boys &Girls)

- Trainers/sandals with back
- Dress shoes,
- No flip flops/sandals, “croc” without backs
- Shoes must match

Socks (Boys &Girls)

- Black or white only – must match

Approved Belts (Boys &Girls)

- **Colors:** Solid color- Red, Navy blue, White, Black, Khaki, Brown or Black leather
- No belts with studs, sparkles, holes all the way around the belt, large buckles

Miscellaneous (Boys &Girls)

- No chains hanging from wallets or belt loops
- Sunglasses should not be worn in classrooms
- No hats
- No bandanas
- Hair accessories should be limited to combs, 1 or 2 barrettes or a hair band that hold the hair off the face and not used for decoration
- No T-shirts except during PE class
- Tops may not be layered

PE (Boys &Girls)

- Black or navy knee length shorts
- White T-Shirt, round neck

For elementary students: only may wear their PE outfit (shorts & white T-shirt) on the day they have PE, but they need to bring a clean shirt to wear after their class.

Swimming

- Girls- one-piece navy or cobalt blue swimming suit with a navy or black swimming cap
- Boys- Solid Navy Blue or black swimming trunks
- Must bring a clean towel daily

Band

- Black slacks/long skirt, white shirt/blouse
- No logo on any of the items

Where You Can Find These Items in Lagos:

The School Kit Shop

Victoria Island: Shop 1 (1st Floor) Pinky Blue Mall
21B, Idowu Martins Street off Adeola Okeku Street
01-7378431

Ikeja: Shop 9, Adebola Shopping Mall

53, Isaac John Street Ikeja GRA

01-7378432

AISL High School 2011-2012 Uniform Expectations

The intent of the AISL HS Uniform Expectations are to ensure that the all students are “conservatively attired in a manner befitting the AISL private school setting. Upon arrival, throughout the day and when departing, students are to be suitably attired in the required uniform items outlined below with the optional uniform items being a matter of choice. All clothing items need to be free of brand markings and all polos and shirts must have AISL Logo that can be purchased through the school store or AISL uniform suppliers.

Students need to be aware that the following do not meet the intent of AISL HS Uniform Expectations: belts with studs, sparkles, holes all the way around, large buckles etc., chains hanging from wallets or belt loops, hats, caps or bandanas, sunglasses worn in classrooms, layering tops or wearing clothing that can be deemed by the AISL Administration as being too tight or figure hugging. The Administration reserves the right to determine if a student meets the intent of the AISL Uniform Expectations. Students of concern will be sent to the HS Dean of Students for appropriate action that follows the Progressive Infraction Action Guidelines.

Required Uniform Items

Appropriate Shirts/Top: Colors – Navy blue and white polos with the new AISL logo.

- Boys: Polo tops – not baggy, must fit the person or White button down Oxford shirts (long and short sleeves) – not baggy, must fit the person
- Girls: Polo tops – not tight, must fit the person or White button down Oxford shirts (long and short sleeves) – not tight, must fit the person

Appropriate Pants, Walking shorts, and skirts: Colors Navy blue and khaki. Must fit at the waist and no low rise cuts. Cargo style bottoms may not be worn.

- Boys: Long pants or Walking Length Shorts (knee length)
- Girls: Walking Length Shorts (knee length), Long pants or Pleated, non-pleated skirts (A-Line) and skorts (must fit at the waist and no more than 2 finger width above the knee)

Approved Shoes (Boys &Girls) Matching trainers, sandals with backs, dress shoes. For health and safety reasons flip flops are not appropriate school attire.

Socks (Boys &Girls) Colors: Matching black, navy, or white socks only.

Approved Belts (Boys &Girls) Colors: Solid color brown or black leather belts.

PE (Boys &Girls) Black or navy knee length shorts, white T-Shirt, round neck

Swimming: Must bring a clean towel daily

- Girls- one-piece navy or cobalt blue swimming suit with a navy or black swimming cap
- Boys- Solid navy blue or black swimming trunks

Hair: Students should maintain neat and well-groomed hair at all times. Although coloring, highlighting, tinting, extending and braiding hair may be fashionable, students at AISL are expected to keep hair alterations to natural colors. Hair accessories should be limited to combs, 1 or 2 barrettes or a hair band that holds the hair off the face and is not used for decoration.

Band (*Band students only*): Black slacks/long skirt, white shirt/blouse. No logo on any of the items

Optional Uniform Items

Appropriate Sweatshirts/Sweaters/Sweater Vests: Colors: solid colored navy blue, khaki or white only. Zip, button and pull-overs are acceptable however hoods are not. No graphics, printing, pictures or logos. Students must be wearing a standard shirt/top under sweatshirts and sweaters.

Spirit Day Dress: On Fridays and on other designated days, students may choose to wear Spirit Dress consisting of AISL High School logo T-shirt and blue colored jeans only. Jeans may not have holes, rips, writing, sparkles, graphics, or metal studs. Although it may be fashionable outside school, extremely tight jeans that can be deemed by the AISL Administration as being too tight or figure hugging, do not meet the intent of AISL HS Uniform Expectations.

Where you can find AISL uniform items in Lagos:

- The School Kit Shop: Victoria Island: Shop 1 (1st Floor) Pinky Blue Mall, 21B, Idowu Martins Street off Adeola Odeku Street, 01-7378431 Ikeja: Shop 9, Adebola Shopping Mall, 53 Isaac John Street Ikeja GRA, 01-7378432
- United Uniforms Road 5, Block J54, Ikota Shopping Complex, VGC Lekki

American International School of Lagos

2011-2012 School Calendar

August 2011

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

September 2011

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

October 2011

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

November 2011

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

December 2011

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

January 2012

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

February 2012

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29			

March 2012

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

April 2012

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

May 2012






S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

June 2012

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

July 2012

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

	Fixed Vacations		Possible Holidays Subject to change in accordance with Nigerian Government		11AM Dismissal Parent Conferences Thanksgiving/Winter/ Spring Break		Teachers Only
	Special Events						

2011

August 9-12	Teachers Only
August 15	First day of School
August 23	Board Meeting
August 26	Teachers Only
August 30/31	Id El Fitri
September 3	Family Fun Day
September 27	Board Meeting
September 30	Nigerian Cultural Day
October 3/4/5	October Break/Nigerian Independence Day
October 8	PTO Bazaar
October 21/22	Early Dismissal for Parent
Conferences	
October 25	Board Meeting
November 2	Spelling Bee
November 7	Possible Id El Kabir
November 19	Family Fun Fair
November 22	Board Meeting
November 23	Early Dismissal
November 24/25	Thanksgiving Break
December 7	Elem Winter Concert 12:30
December 8	MS/HS Winter Concert 6:30
December 12-15	MS/HS Finals

2012

January 9	School Resumes
January 24	Board Meeting
January 28	Music in the Air
February 6/7/8	Possible Id El Malaud Holiday
February 9	School Resumes
February 28	Board Meeting
March 16/17	NISC
March 27	Board Meeting
March 30	Early Dismissal-Spring Break
April 2-8	Spring Break
April 9	School Resumes
April 24	Board Meeting
May 1	Worker Day
May 12	PTO Garage Sale
May 1-22	IB Exams
May 22	Board Meeting
May 29	Democracy Day
May 29-June 1	MS Finals
June 1-5	HS Finals
June 7	Last Day of School