

## INSTRUCTIONS TO COMPLETE

### **ERB EARLY CHILDHOOD ADMISSIONS ASSESSMENT (ECAA) TESTING FEE REDUCTION PROGRAM APPLICATION**

In conjunction with the Independent Schools Admissions Association of Greater New York (ISAAGNY), the Educational Records Bureau (ERB) administers the Early Childhood Admissions Assessment (ECAA) for students who are applying to ISAAGNY Member Schools for Grades Pre-K through 4.

Upon registering your child for the ECAA, you will find information regarding the fee associated with this test. Families whose income totals \$120,000 or less are eligible to apply for an ECAA Testing Fee Reduction until December 1<sup>st</sup> of the application year. Interested families should follow the instructions below:

#### **Steps to complete the ECAA Testing Fee Reduction Application:**

1. From the ISAAGNY website ([www.isaagny.org](http://www.isaagny.org)), print the Testing Fee Reduction Program Application – Early Childhood Admissions Assessment (ECAA)
2. Fill in the blank fields and sign the application
3. Make a copy of the completed application for your records
4. Send your original completed application, along with the **first page of your most recent tax return**, to ISAAGNY via one of the following methods:

Fax:  
(917) 591-6992

Mail:  
Sheila Karr  
St. Bernard's School  
4 East 98<sup>th</sup> Street  
New York, NY 10029

E-Mail:  
[coordinator@isaagny.org](mailto:coordinator@isaagny.org)

5. You will receive an e-mail from ISAAGNY regarding a decision of your application. If you do not have an e-mail address, information will be mailed to the address you provided. ERB will also receive notification of ISAAGNY's decision.
6. You may NOT schedule your child's ECAA test until you have received an e-mail from ISAAGNY that your application for an ECAA Testing Fee Reduction has been approved. At that time, please contact ERB at (212) 672-9800.
7. **Please note:** In order to both secure a timely test date and to ensure that your test results are sent to the Member Schools to which your child is applying, ECAA Testing Fee Reduction applications must be submitted by December 1<sup>st</sup> of the application year.