



ADMISSION PROCESS and CHECKLIST 2016-2017

Admission Timeline

Re-Enrollment:	January 18 - 31
Priority Registration:	January 18 – 31
Open House:	January 31, 12pm-2pm
Public Registration:	February 1 – until full
New Elementary Applicant Visit:	February 22– 26
Notification Letters Mailed:	February 29
New Student Online Enrollment:	March 14
FACTS Tuition Online Contract:	March 14
School Fee:	March 14
First Tuition Payment:	May 10 or 20/July 10 or 20

New Elementary Applicant Visit

Applicants new to the SJES Elementary Program are required to visit the School for a half-day (K-2) and full day (grades 3-5). Student visits are scheduled by appointment. (Evaluation observations and tests will be administered.)

Parent Interview

Parents of new elementary applicants are required to meet with the Head of School, Rector, and Admission personnel following completion of the application and prior to consideration of admission. Interviews are scheduled by appointment.

School Records or Transcripts

All records or transcripts must be sent directly from the applicant's school to Saint James' using the Records Release form.

Student Recommendations

Applicants to the Elementary Program must provide a recommendation from their current teacher using the Prospective Student Evaluation form.

How Admission Decisions Are Made

Saint James' admits new students on the basis of character, past academic day care or school experience, and assessment of the child's potential to profit from and contribute to the life of the School. Among qualified applicants, children are accepted in the following order: (1) current students (2) siblings of current students and pledging parishioners of Saint James' Episcopal Church (3) Priority Registration applicants, and (4) all others. Registration continues on a rolling basis until all classes are full.

Application Checklist

To submit before the application deadline:

- Application form (found on school website www.saintjamesepiscopalschool.org > Admissions > Forms > Online Application)
- New Applicant Fee \$100/Re-enrollment fee \$50

To complete a new elementary student's application:

- Forward Prospective Student Evaluation form to current teacher *due February 15 or within two weeks of submitting online application*
- Forward Records Release form to current school *due February 15 or within two weeks of submitting online application*
- Schedule New Elementary Applicant Visit and Parent Interview

Upon Acceptance for New Students:

- Online Enrollment *due March 14 or within two weeks of receiving acceptance letter*
- FACTS Tuition online contract *due March 14 or within two weeks of receiving acceptance letter*
- School fee, non-refundable (\$125 preschool, \$275 elementary) *due March 14 or within two weeks of receiving acceptance letter*
- Original birth certificate to be copied (if not already on file) and current immunization records (preschool) *due no later than August 1 (cannot start school without these documents.)*
- One month's non-refundable tuition (billed by FACTS) *due May 10 or 20 or July 10 or 20 depending on your contract or within two weeks of receiving acceptance letter*
- School Entrance Health Form (new elementary students only) *due no later than August 1 (cannot start school without)*