

## NEW STUDENT ADMISSION PROCESS 2018-2019

### Admission Timeline

Priority Application:	January 21 – 31
Open House:	January 28, 12pm-2pm
Public Application:	February 1 – until full
Elementary Evaluation Form:	February 15
Elementary Records Release:	February 15
New Elementary Applicant Visit:	February 19 – 23
Elementary Parent Interview:	Prior to February 1
Notification Letters/ Contracts Mailed:	March 2
FACTS Tuition Online Plan Due:	March 16
School Fee Due:	March 16
First Tuition Payment Due:	May 10 or 20

### Application Checklist

#### Submit before the online application deadline:

- Application form (found on school website [www.saintjamesepiscopalschool.org](http://www.saintjamesepiscopalschool.org) > Admissions > Forms > Online Application)
- New Applicant Fee \$100 made payable to SJES

#### Upon Acceptance for New Students:

Must submit by due date or within two weeks of receiving acceptance letter

- FACTS Tuition online enrollment *due March 16*
- Non-refundable school fee *due March 16*
- 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 depending on your contract*

### 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 in good standing (2) siblings of current students and pledging parishioners of Saint James' Episcopal Church (3) Priority Registration applicants, and (4) all others.

### New Elementary Applicants Only

#### Applicant Visit

Applicants new to the SJES Elementary Program (except students currently enrolled in SJES preschool) 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.

#### Complete a New Elementary Student Application:

Must submit by due date or within two weeks of submitting online application

- Forward Prospective Student Evaluation form to current teacher *due February 15*
- Forward Records Release form to current school *due February 15*
- Schedule New Elementary Applicant Visit and Parent Interview
- School Entrance Health Form *due no later than August 1 (cannot start school without this form)*
- Original birth certificate to be copied