

SAINT FRANCIS SCHOOL

ADMISSION CHECKLIST AND PROCEDURES for Grades K-8

Step 1: Make a reservation for a Parent Meeting and Tour with our Admissions Office 770-641-8257 ext. 51 or online at <https://www.saintfrancisschools.com/admissions/parent-meetings-andtour-dates/>.

Step 2: Submit an application using the checklist below.

The following may be completed and submitted online or you may print out and mail to:
Saint Francis School, Attn: Admissions Office, 9375 Willeo Road, Roswell, GA 30075

- Application for Admission
- Parent Survey
- Non-refundable Application Fee (\$125.00)

The following are to be sent to the Saint Francis School Admissions Office by your current school. Please sign and deliver Request for Records Form and Evaluation Forms to your current school's registrar or counselor requesting the following items:

- School Records to include progress reports, standardized test results, speech reports and official transcript.
- JATP (grades K-5) off campus. The Atlanta Area Association of Independent Schools (AAAIS) has established a Joint Admissions Testing Program (JATP) for students applying to Kindergarten through grade 5. You will need to go to www.jatp.org and register electronically.

If your child has a psychological evaluation within the last 24 months you do not need to have a JATP test.

- Discipline Report (Grades 7-8)
- Immunization Records
- Psychological Educational Evaluation (if applicable)
- IEP (if applicable)
- Evaluation Forms:
 - Kindergarten: Teacher/Principal Evaluation (1 form)
 - Grades 1-4: Teacher/Principal Evaluation (1 form)
 - Grades 5-8: English/Language Arts Teacher Evaluation, Math Teacher Evaluation, and Principal/Counselor Evaluation (3 forms)

- Letter of Recommendation

This letter is to be sent to Saint Francis School from an individual who knows and can assess the qualities, characteristics, and capabilities of the applicant. There is no specific form for this letter.

Step 3. On campus placement testing will be scheduled by Saint Francis after receipt of application and all documents listed above.

Step 4. A student interview and tour of campus will be scheduled when student's placement test date is confirmed.

Step 5. A decision for admission to Saint Francis will be made by the Admissions Committee once steps 1 through 4 are complete.