



SAINT JAMES SCHOOL

Admission Process Checklist

- **January – April:** Register to attend an Open House by calling the School Office (207.282.4084). All sessions are held from 9:00 a.m. to 1:00 p.m. Choose from the following dates:

___ Tuesday, February 27, 2018 ___ Tuesday, March 27, 2018 ___ Friday, April 27, 2018

- **Rolling Admission:** Online Enrollment and enrollment packet items (listed below) may be submitted at any time. Saint James School has a rolling admission policy where new students are accepted throughout the school year. The online enrollment form can be found at our website at: <https://www.sjsbiddeford.org/admissions/>.

A complete **enrollment packet** containing the following items must be submitted for any student to be considered for admission:

- Enrollment Form and \$250 Enrollment Fee (non-refundable)
- Copy of Birth Certificate
- Copy of Baptism Certificate and Other Sacrament Certificates as Applicable
- Copy of Current Immunization Record
- Copy of Most Recent Report Card for the 2017-2018 School Year (1st-8th grade applicants)
- Copy of Most Recent Standardized Test Scores (2nd-8th grade applicants)
- Emergency Contact Form
- Transfer of Records Authorization Form
- New Family Referral Form
- Active Parishioner Parish Subsidy Agreement
- Tuition & Financial Responsibility Agreement
- May** – Kindergarten applicants will be screened for developmental readiness. Current St. James PK students will be tested during school hours. *New Students will be contacted by late April to schedule an appointment.*

- **January – April:** Families that are considering enrollment must log on to FACTS Management System to set up a tuition payment plan. You will receive an email or letter from FACTS that contains instructions on how to create a customer profile and set up a payment plan. Very limited funds are available for tuition assistance. Saint James School uses FACTS to determine who has the greatest need. You must enroll with FACTS by April 30, 2018 to be considered for financial aid. The link to access the FACTS Management System is: <https://www.sjsbiddeford.org/admissions/>.
- **Mid-May:** The Financial Aid Committee meets in mid-May to disperse available funds. At that time, tuition assistance information for families will be sent (if applicable).
- **Ongoing:** We will continue to communicate with families in the wait pool as openings become available.

Admission Criteria - Saint James School does not discriminate in its Admission Policy.

- **Proof of Age Eligibility:** Students must be 3 years of age (and potty-trained) by September 1st to enter Pre-Kindergarten, and may enter after their 3rd birthday throughout the year. Students must be 5 or 6 years of age by October 15th to enter Kindergarten or First Grade respectively.
- **Proficient academic performance** as evidenced by grades, test scores and teacher evaluations.
- **Responsible behavior and self-discipline** as attested to by parent and teacher evaluations.
- **Priority in admission is as follows:** if there is a wait list in a class, returning students, siblings of returning students, practicing Catholics of Good Shepherd Parish, practicing members of other Catholic parishes, followed by members of other faiths traditions.

ADMISSION PROCESS 2018-2019