

St. James School



Excellent Minds. Exceptional Hearts.

St. James School Application for Admission

201 Broad Street
Sewickley, PA 15143
(412) 741-5540

Procedures for Admission to St. James School

The faculty and staff at St. James School are honored that you are considering our school. St. James School practices a rolling admissions policy. This means there is not a specific deadline by which you must apply. Students will continue to be admitted until we reach our maximum class size.

APPLICATION

- **SIBLINGS OF CURRENTLY ENROLLED STUDENTS** who are just enrolling at Saint James School must complete the entire **NEW STUDENT APPLICATION PROCESS** before being considered for acceptance.
- **NEW STUDENTS** - Applications are considered **submitted** once **ALL** the following materials are submitted to the principal:
 1. **APPLICATION FOR ADMISSION**
 2. **BIRTH CERTIFICATE** (To be considered for acceptance a child must reach the required school age (pre-3 = 3, pre-4 = 4, pre-K = 4, Kindergarten = 5) by **SEPTEMBER 1st**)
 3. **IMMUNIZATION RECORD**
 4. **BAPTISMAL CERTIFICATE** (N/A if baptized at Saint James)
 5. **PERMANENT RECORDS** (Required for students who are applying for acceptance to grades 1-8th)
 6. **TEACHER LETTER OF RECOMMENDATION**
 7. **NON-REFUNDABLE APPLICATION FEE OF \$100** (Waiver for all siblings of currently enrolled students)
 8. **PASTOR VERIFICATION FORMS** (Required for all students who are not members of St. James Parish but are members of another Catholic Parish)
 9. **STUDENT INTERVIEW** (as needed.)
 10. **PARENT CONFERENCE WITH PRINCIPAL**

ACCEPTANCE

Applications will be reviewed for **acceptance** once all materials are submitted and all interviews and conferences are completed. Applications are considered and informed of acceptance in the following order:

1. Siblings of currently enrolled students
2. Parishioners
3. Non-parishioners
4. Non-Catholics – Saint James accepts non-Catholics with the understanding that students must participate in religion classes, liturgy and any other religious requirements.

ADMISSION

New students are granted admission on a probationary basis of nine weeks of school. New students and their families should be cognizant of, and expected to comply with, all school expectations. Students may be dismissed for any of the following reasons:

- Lack of cooperation on the part of either parent and/or student
- Recurring unacceptable behavior
- Failure to disclose any special needs of students
- Delinquent tuition
- Failure to follow policies & procedures in the parent/student handbook

This list is illustrative but not exhaustive of possible reasons for dismissal.

Administration reserves the right to revoke admission of any student if problems arise during the probationary period.

APPLICATION FOR ADMISSION

Student Name _____ Anticipated grade in August _____

Address _____ City _____ Zip _____

Birthdate _____ Place of Birth _____

Baptism Date _____ Church of Baptism _____

First Communion Date _____ Church of First Communion _____

Male _____ Female _____ Religious Affiliation _____

Please provide the following information for our records. This information will only be used for statistical purposes.

American Indian/Native Alaskan Asian Black Hispanic Native Hawaiian/Pacific Islander Caucasian Multi-Racial

Father Guardian (check one)

Name _____ Religion _____

Address _____ City _____ Zip _____

Home Phone _____ Cell Phone _____

Occupation _____ Business Phone (____) _____

Email Address _____

Mother (Mother's maiden name _____) Guardian (check one)

Name _____ Religion _____

Address _____ City _____ Zip _____

Home Phone _____ Cell Phone _____

Occupation _____ Business Phone (____) _____

Preferred Email Address _____ (include in directory? Y/N)

Marital Status of Parents (please circle):

Father: Single Married Separated Divorced Deceased Re-married

Mother: Single Married Separated Divorced Deceased Re-married

Student lives with (Circle all that apply) Both Parents Mother Father Grandparents

Other (please specify) _____

APPLICATION FOR ADMISSION

Student Name _____ GRADE _____

ADDITIONAL FAMILY INFORMATION

Parish child is registered with _____

School District child lives in _____

Please list siblings according to age (attach sheet if necessary)

Name _____ Age _____ School Attending _____

Name _____ Age _____ School Attending _____

Name _____ Age _____ School Attending _____

Name _____ Age _____ School Attending _____

STUDENT HISTORY

Has this child ever had an IEP? (Individualized Education Program)

Yes

No

Has this child been diagnosed as having a learning disability and or ADD/ADHD?

Yes

No

If yes to either, a copy of a current report/evaluation must be provided to the school before admissions decisions can be made.

If a transfer, please state name of former school and reason for

transfer: _____

Is this child taking medication on a regular basis?

Yes No

If yes, please comment: _____

Has this child ever repeated a grade or been asked to repeat a grade?

Yes No

If yes, please comment: _____

Please indicate anything else that we should know about your child:

APPLICATION FOR ADMISSION

Student Name _____ GRADE _____

Parent Statement

Why do you want your child to attend St. James School?

I acknowledge that my signature indicates an understanding of and agreement to the terms and conditions stated in the document and that the information provided in this application is correct and complete to the best of my knowledge.

Signature of Parent/Guardian

Date

St. James School does not discriminate on the basis of sex, race, color, national or ethnic origin in the administration of its education policies, admissions procedures, financial aid programs, and/or other school administered programs.

APPLICATION FOR ADMISSION

Student Name _____ GRADE _____

FOR OFFICE USE ONLY

_____ APPLICATION FOR ADMISSION/Date received _____

_____ BIRTH CERTIFICATE/Date received _____

_____ BAPTISMAL CERTIFICATE/Date received _____
(N/A if baptized at St. James)

_____ IMMUNIZATION RECORD/Date received _____

_____ PERMANENT RECORDS/Date received _____

_____ TEACHER LETTER OF RECOMMENDATION/ Date received _____

_____ NON-REFUNDABLE APPLICATION FEE OF \$100/ Date received _____

_____ PASTOR VERIFICATION FORMS / Date received _____

_____ STUDENT INTERVIEW/ Date received _____

_____ PARENT CONFERENCE WITH PRINCIPAL/ Date received _____

REMINDERS FOR MISSING MATERIALS

1st Reminder/Date sent _____

2nd Reminder/Date sent _____

3rd Reminder/Date sent _____

Revised June, 2012