

# St. Michael School Admissions Checklist (Grades K–8)

## Step 1: Schedule a Meeting/Tour

A meeting and/or school tour will be scheduled with the **Principal and family**.

## Step 2: Complete Online Application

Submit the **FACTS online application** and pay the **\$50 non-refundable application fee per student**.

## Step 3: Submit School Records

St. Michael will request **transcripts and records** from the student's previous school. These must be **received and reviewed prior to admission**.

## Step 4: Recommendation from Previous School (Grades 1–8)

Applicants entering **grades 1–8** must have a **Teacher Evaluation Form** submitted by their previous school.

## Step 5: Additional Information for Catholic School Transfers

If transferring from another **Catholic School**, St. Michael will request information regarding:

- Tuition status
- Attendance
- Enrollment
- Discipline

This information must be **received and reviewed prior to admission**.

## Step 6: Student Assessment

All applicants must complete an admissions assessment:

- **Kindergarten:** Brigance (or similar Kindergarten Readiness Assessment)
- **Grades 1–8:** Math and Reading Screener

*Admissions assessments are administered one time only. Retesting is not permitted.*

## Step 7: Admissions Decision

Final acceptance is determined by **St. Michael School administration and staff**.

## Step 8: Enrollment Fee

Upon acceptance, a **\$150 enrollment fee** is required and will be **applied toward tuition for the upcoming school year**.

*\*All students, regardless of religious affiliation, will be expected to attend weekly mass with their classmates and participate in religion courses that follow the Archdiocese religion standards and align with Catholic values. Students who are in a sacramental year will participate in all sacramental prep activities, even if they are not participating in the sacrament being celebrated that school year.*