



## STEPS IN THE ADMISSIONS PROCESS

### Step 1: Parent Visit

We find it best if parents of applicants in Grades K-5 come on their own for an initial visit. Applicants for Grades 6-7 are encouraged to accompany their parents on a tour or to the Open House. Call or email the admissions office to schedule your visit or [register](#) for one of our fall admissions events.

### Step 2: Apply

Families of applicants at all grade levels must submit the following:

- ☐ Online [Application](#) and \$50 non-refundable application fee
- ☐ [Transcript Release Form](#)
- ☐ [Testing Preference Form](#)
- ☐ Copy of the applicant's immunization record  
*St. Michael's Episcopal School requires that all enrolled students be currently vaccinated as prescribed by the Commonwealth of Virginia without regard to religious exemption.*

### Step 3: Test

- **Kindergarten:** Wechsler Preschool and Primary Scale of Intelligence (WPPSI) and Readiness Testing
- **Grades 1-7:** Wechsler Intelligence Scale for Children (WISC) and Academic Assessment

### Step 4: Student Visit

For applicants in Grades 1-7, our team will work with your family to schedule a visit for your child. These visits typically start at the beginning of January. During this all-day visit, your child will be matched with a student host and have the opportunity to experience a day in the life of a St. Michael's student, and to learn more about the School. Your child will also complete a grade-level academic assessment as part of the visit.

### Step 5: Admissions Decision

An applicant's acceptance is based on:

- Availability of space
- Admissions testing

- Student assessment visit (applicants for Grades 1-7); Readiness Visit (applicants for Kindergarten)
- Previous school records including updated immunization form
- Teacher recommendation
- Evidence that the applicant will benefit from and contribute to the School's complete program

### Step 6: Enrollment

If offered a contract, a signed enrollment agreement, \$500 deposit, and \$1,500 one-time enrollment fee must be submitted by the date specified on the acceptance letter to guarantee a child's space.

## ASSESSMENT INFORMATION

### WPPSI / WISC Cognitive Abilities Testing

The WPPSI and WISC are individual assessments, administered by a licensed psychologist, that measure cognitive abilities of young children. These assessments may be scheduled at St. Michael's, beginning in October, for a fee of \$150, at another participating independent school, or privately through a [practitioner](#) of your choosing.

To learn more about this testing, we invite you to view the following: [Admissions Testing: The WPPSI & WISC](#) and [Preparing Your Child for Admissions Testing](#).

## ADMISSIONS DECISIONS

After all required documents have been received and the appropriate assessments completed, the applicant file is reviewed by the Admissions Committee.

While every child has their own unique gifts and abilities, we regret that we cannot admit every applicant. Our Committee carefully reviews each applicant file and determines whether we are able to offer admission. Should your child be accepted, you will receive an online enrollment contract to review and your family will be able to make your final decision about enrolling your child at St. Michael's.

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# Admissions @ St. Michael's

## Applicant Wait Pool

Due to high demand for placement and high re-enrollment rates at the School, qualified applicants may be placed in a wait pool. All students placed in the wait pool are considered qualified for admissions, should a space become available. The School does not rank applicants placed in the wait pool. Whenever a space becomes available, the Admissions Committee will review all applicant files. Priority is given to connected applicants (e.g. siblings, alumni children).

## Wait One (*Kindergarten only*)

At St. Michael's, we believe that a vibrant education doesn't need to be rushed and that READINESS is the key to a child's success both academically and socially. Therefore, occasionally, the Admissions Committee determines that an extra year of development, before starting Kindergarten, would be in a child's best interest. If a kindergarten applicant is asked to "wait one," his/her application will remain on file to be reconsidered for admissions the following year. The Admissions team will review, on an individual basis, what steps in the admissions process will need to be taken.

## Late Applications

Applications received after the deadlines will be processed and considered as they are received. While most classes are filled from our initial wait pool, we do occasionally have spaces available in the spring or summer. Please contact the Admission Office with specific questions.

## KEY DATES AND DEADLINES

### Admissions Events

Kindergarten & Lower School Open House

- **Wednesday, October 26 at 9:30 a.m.**

Middle School Open House

- **Tuesday, November 8 at 9 a.m.**

### Application Deadlines\*

Kindergarten & Lower School: **December 15, 2022**

Middle School: **January 25, 2023**

## Notifications

**Kindergarten:** First-round admissions notifications will be sent electronically on **Friday, February 17, 2023 at 3 p.m.** Admissions decisions will continue on a rolling basis after this date.

**Grades 1-5:** Initial admissions decisions for Lower School applicants are made by late February and continue on a rolling basis after this date as space permits.

**Grades 6-7:** Initial decisions are made in March and continue on a rolling basis after this date as space permits.

*\*Please Note: It is strongly recommended that all requirements for the application process be completed by **February 1, 2023** (for applicants in Grades K-5) and **February 23, 2023** (for applicants in Grades 6-7)*

## CONTACT THE ADMISSIONS TEAM

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Thank you for your interest in St. Michael's Episcopal School. We look forward to getting to know your family.

*St. Michael's Episcopal School does not discriminate on the basis of race, color, religion, sex, sexual orientation, national origin, age, marital or veteran status, disability, or any other legally protected status.*