



STEPS IN THE ADMISSIONS PROCESS

Step 1: Parent Visit

We find it best if parents of prospective students in Grades K-5 come on their own for an initial visit. Prospective students for Grades 6-7 are encouraged to accompany their parents on a tour or to the Open House. [Contact the Admission Office](#) to learn more.

Step 2: Apply

The time to apply is in the fall prior to the academic year your child will be entering

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

- Online Application and \$50 non-refundable fee
- Release Form
- Testing Preference Form

Visit stmschool.net/admissions/process/#process

St. Michael's Episcopal School requires that all enrolled students be currently vaccinated as prescribed by the Commonwealth of Virginia.

Step 3: Test

- **Kindergarten:** Wechsler Preschool and Primary Scale of Intelligence, Fourth Edition (WPPSI-IV) and Readiness Testing
- **Grades 1-7:** Wechsler Intelligence Scale for Children, Fifth Edition (WISC-V) 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 in January. During this all-day visit, your child will be matched with a student host and have the opportunity to learn more about the School and experience a day in the life of a St. Michael's student. 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
- Preschool report (applicants for Kindergarten)

- Readiness Visit (applicants for Kindergarten)
- Teacher recommendation (applicants for Grades 1-7)
- Student assessment visit (applicants for Grades 1-7)
- Current school records (applicants for Grades 1-7)
- 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 one-time enrollment fee must be submitted by the date specified on the acceptance letter to guarantee a child's space.

Enrollment Fee:

1st child	\$1,000
2nd child	\$500
Additional child(ren)	No charge

ASSESSMENT INFORMATION

The **Wechsler Preschool & Primary Scale of Intelligence (WPPSI-IV)** and the **Wechsler Intelligence Scale for Children (WISC-V)** are individual assessments that measure cognitive abilities of children.

The WPPSI/WISC is administered by a trained and licensed psychologist and may be scheduled here at St. Michael's, for a fee of \$150, at another participating independent school, or privately through a practitioner of your choosing.*

To learn more, we invite you to view the following videos on our website: *Admissions Testing: The WPPSI & WISC* and *Preparing Your Child for Admissions Testing*. Visit stmschool.net/admissions/process/#process

**Please note: WPPSI/WISC testing administered at St. Michael's, includes the testing and a review of the results with the Admission staff. A written report will not be provided. Testing administered privately includes the testing, a consultation with the psychologist, and a copy of the full written report.*



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 submit.

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 admission 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 Open House(s): **October**
- Lower School Welcome Wednesdays: **Nov & Jan**
- Middle School Open House: **November**

Tours

- Individual and group tours are available September-May and can be scheduled by [contacting the admission office](#).

Application Deadlines

- Kindergarten: **December**
- Middle School (Grades 6-7): **January**
- Lower School (Grades 1-5): **February**

Notifications

Kindergarten: First-round admission notifications are sent electronically at **4 p.m. on the last Friday in February**. Admission decisions will continue on a rolling basis after this date as space permits

Grades 1-5: Initial decisions are made **after February 14** (space permitting) and continue on a rolling basis as space permits.

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

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.