



Admissions @ St. Michael's

STEPS IN THE ADMISSION 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 must submit the following:

- ☐ [Online Application](#) and \$50 non-refundable fee
- ☐ [Release Form](#) (grades 1-7 only)
- ☐ [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 grade level academic assessments

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 in 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.*

- cont'd -



Admissions @ St. Michael's

ADMISSION DECISIONS

Once all required documents are received and the necessary assessments are completed, the Admissions Committee reviews the applicant's file. While we value each child's unique gifts and abilities, we are unable to admit every applicant. The Committee carefully considers each file to determine whether an offer of admission can be extended. If your child is accepted, you will receive an online enrollment contract to review and submit.

Applicant Wait Pool

Due to high demand for placement and strong re-enrollment rates, qualified applicants may be placed in a wait pool. All students in the wait pool are considered admissible should a space become available. The School does not rank wait pool applicants. When openings arise, the Admissions Committee reviews all files, giving priority to connected applicants (e.g., siblings, alumni children).

Wait One (Kindergarten only)

At St. Michael's, we believe a vibrant education should never be rushed, and that **readiness** is key to a child's academic and social success. Occasionally, the Admissions Committee may determine that an additional year of growth before starting Kindergarten is in a child's best interest. In these cases, the applicant is asked to "wait one," and their application remains on file for reconsideration the following year. The Admissions team will work with each family individually to determine any next steps in the admissions process.

Late Applications

Applications received after the deadline will be reviewed on a rolling basis. While most classes are filled from the initial wait pool, occasional openings may arise in the spring or summer. Please contact the Admissions Office with any specific questions.

KEY DATES AND DEADLINES

Admissions Events

Kindergarten Open Houses: **October 20 & 21**

Welcome Wednesdays: **Nov 18 & Jan 27**

Middle School Open House: **November 3**

Tours

- We encourage parents to attend one of our admission events; however, individual and group tours are available September-April and can be scheduled by [contacting the admission office](#).

Application Deadlines

- Kindergarten: **December 15**
- Middle School (Grades 6-7): **January 25**
- Lower School (Grades 1-5): **February 1**

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 12** (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

Alison Roussy

Director of Admissions

(804) 272-3514 x 117

aroussy@stmschool.net

Nena Meurlin

Asst. Director of Admissions

(804) 272-3514 x 119

nmeurlin@stmschool.net

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.