



Application Checklist

Age Requirements:

Preschool 3's	3 by September 1 st
Preschool 4's	4 by September 1 st
Gift of Time	5 by September 1 st
Kindergarten	5 by September 1 st
First Grade	6 by September 1 st

Step 1 – Please read and familiarize yourself with the following:

- Welcome to St. Thomas
- More about St. Thomas
- Curriculum

Step 2 – Please return the following:

- Enrollment application (including Social Security Number)
- Copy of Birth Certificate
- Application Fee of \$75.00 (nonrefundable)
- Validated Immunization Records
- Copy of Report Card and/or Standardized Test Results from current or previous year if applicable
- Transcript/Recommendation request forms if applicable

Step 3

- Once our office has received the completed documents, they will be date stamped in the order received.
- For Kindergarten through Fifth Grade, an appointment will be scheduled for testing/assessment.
- You will be notified of the status of your application by mail and/or telephone call.
- If accepted, an Enrollment Contract will be issued. This must be signed and returned within 5 days of receipt of contract in order to hold your spot.