



ST. THOMAS EPISCOPAL SCHOOL

2019-2020 Application Checklist

Thank you for your interest in applying to St. Thomas Episcopal School. Before you begin the application process, please review the application details and important deadlines. Please note that the application process may vary depending on grade level.

Age Requirements

Preschool 2's	21 months by September 1st (24 months by December 1st)
PreK 3's	3 by September 1st (Must be potty trained)
PreK 4's/ Gift of Time	4 by September 1st
Kindergarten	5 by September 1st
1st Grade	6 by September 1st

Application Dates

The online registration opens on **February 1st** for the 2019-2020 school year. Contracts are due by **March 1st**. After the deadline, applications are accepted on a rolling admissions basis, if space is available. Please refer to our Tuition & Fee Schedule for a detailed list.

Application Process Steps

A completed application consists of the following items:

1. Online Application Form (New to STES students only)
2. Online Registration Packet (New and Returning Students)

Students entering Kindergarten and higher:

3. Student Assessment with STES Staff
4. Teacher Recommendation Form
5. Academic Records Transcripts (entering First Grade and higher)
6. Student Diagnostic Report (if applicable)

Step 1. Online Application Form

The online application only needs to be filled out one time for students new to STES. Please visit our website stthomaskids.com and choose Apply Now. You will be asked to create a Parent Account where you will be able to track the status of your application once it has been submitted. Once you log into your account, Create A New Student Application for your child. There is a non-refundable fee of \$75.

Step 2. Online Registration Packet

For new families, once you submit your application, you will be contacted by the School Office regarding the acceptance of your application and to schedule a tour, if you haven't already. Upon acceptance, you will receive an email with registration instructions. For existing families, please visit our website stthomaskids.com, click on the Admissions tab, and select Parents Web. The site will prompt you to log into your account with your username, password, and our District Code: STME-TX. Select the Apply/Enroll tab and choose Enrollment/Reenrollment. Please allow about 15 minutes to complete the packet. There is a non-refundable \$300 fee for new families, and a



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\$235 non-refundable fee for families re-enrolling. Please have a copy of your child's birth certificate and current Immunization forms handy to upload with your application.

Step 3. Student Assessment and Visit

St. Thomas requires that any student enrolling for Kindergarten or higher schedule an assessment with an Administrator or Teacher. We would also love to have your student visit with us during a school day to learn more about their readiness, personality, social and emotional skills, and how they interact with their peers. Our school office will contact you to schedule these dates.

Step 4. Teacher Recommendation Form (required for 1st grade and higher)

The Teacher Recommendation Form is available in the Online Registration Packet. It is a required form for students entering First and higher and recommended for students who attended a previous school. We request that your child's **current teacher** complete this form and submit it to St. Thomas administration directly.

Step 5. Academic Records Transcripts

The Student Records Release Authorization Form is available in the Online Registration Packet. Please fill in the required information and submit the form to your child's current school registrar. Your student's school will send the records directly to St. Thomas.

Admissions Decisions

Guided by our commitment to the School's mission, St. Thomas administration reviews the applicant and application materials. Admission decisions are based on a combination of criteria including evaluation of the applicant's visit, academic records/transcript, assessment information, teacher recommendations, and balance within a grade level.

Questions? Please contact us anytime!

If you have questions at anytime during the admissions process, please don't hesitate to contact the school office.

Head of School

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