

**PK-12 Application Instructions**

Applications for admission are accepted throughout the year. It is recommended that students start at the beginning of a new academic year, quarter or semester; however, students may be admitted during the school year on a case by case basis if class space exists.

After an official application and the appropriate school transcripts/records have been received, the admissions committee will review the file. Upon a positive review of the student application, an official letter of acceptance will be sent with instructions for online student registration.

***Application materials can be found on the Saint John School website at*** [***www.sjheralds.org/admissions***](http://www.sjheralds.org/admissions)

***Prospective Families tab***

**A Completed Application for Admission Contains the Following:**

* **Application for Admission**

**Required for Grade Pre K - Grade 12**

Complete the online application and submit it to the Saint John School Admissions Office.

* **Request for Transcript and School Records**

**Required for Grade 1 - 12**

Form can be found on the website and must be signed by a parent or guardian, and returned to the Saint John School Admissions Office.

* **Current English Teacher Recommendation\***

***Required for Grade 7 - 12***

Complete the top portion of this form and give it to the students’ current English teacher and have it completed and emailed to the Saint John School Admissions Office at [kcorlew@sjheralds.org](mailto:kcorlew@sjheralds.org) to the attention of Mr. Keith Corlew.

* **Current Math Teacher Recommendation\***

***Required for Grade 7 - 12***

Complete the top portion of this form and give it to the students’ current Math teacher and have it completed and emailed to the Saint John School Admissions Office at [kcorlew@sjheralds.org](mailto:kcorlew@sjheralds.org) to the attention of Mr. Keith Corlew.