

**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 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 to the attention of Mr. Keith Corlew.