



Admission Steps for New Students School Year 2018-2019

To Apply

- Log onto TADS at www.tads.com to complete the Application for Admission for each new student.
- Submit the non-refundable application fee of \$100 paid online through TADS. Payment may also be made directly to school in the form of check made payable to St. John the Evangelist School, or cash.
- Provide a copy of your child's birth, baptismal, and other sacramental certificates.
- Provide a copy of current and past year's report card(s) and most recent standardized testing (Grades 1-8 only).
- Sign transcript release form (Grades 1-8 only).
- Complete medical and immunization forms.

September 2017-February 5, 2018

- Complete the TADS financial aid application and submit. See <http://site.adw.org/tuition-assistance>, and follow website instructions. This must be completed to be considered for parish tuition aid and the parish awarded Sibling Grant.

By February 16, 2018 or upon admission

- Families will be notified of admission or waiting list placement.
- Submit a \$100 Kindergarten Readiness Testing Fee for incoming Kindergarten students. The test is completed in the spring of 2018.
- Schedule a shadow visit and testing date, accompanied with a \$50 testing fee for Grades 2-8.

March 2018

- Complete and return the Jr.K – Grade 8 Family Tuition Form, along with a non-refundable fee of \$300 per family for Grades K-8 only.

Spring 2018

- Receive the Archdiocesan financial aid award decision letter from TADS.
- Receive the financial aid award decision letter from the Pastor.

May 2018

- Sign a contract with the tuition management company by May 24th affirming your intent to enroll in the upcoming school year and specifying payment terms.

By June 26, 2018

- Receive a letter from your student's teacher(s) noting the supplies needed and/or fees that will be required for the 2018-2019 school year.
- Notify the school if any of your contact information has changed. Our School Directory will be printed based on the information on file as of June 30, 2018. Updates will then be added as attachments at the beginning of school.

By mid-July, 2018

- Receive tuition payment information for the 2018-2019 school year.

Late-August/September 2018

- Attend a Back-to-School Potluck and Orientation meeting the week prior to the beginning of school. You will receive a letter from the Principal and an email from your room parents.
- Complete any remaining school forms received during back to school and return to school.

On behalf of the St. John the Evangelist community, we want to thank you for your interest in our school. If you have other questions about the application process, please contact Mrs. Colburn at (301) 681-7656 or by email at acolburn@sjte.org.