



## **Admission Steps for New Students School Year 2017-2018**

### **To Apply**

- ☐ Log onto TADS at [www.tads.com](http://www.tads.com) to complete the Application for Admission for each new student.
- ☐ Submit non-refundable application fee of \$100 paid online through TADS. Payment also may be made directly to school in 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 and most recent standardized testing (Grades 1-8 only).
- ☐ Sign transcript release form (Grades 1-8 only).
- ☐ Complete medical and immunization forms.

### **September 2016-February 2017 (or upon admission)**

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

### **By February 16, 2017 (or upon admission)**

- ☐ Notified of admission or waiting list placement.
- ☐ Submit a \$100 Kindergarten Readiness Test Fee for incoming Kindergarten students. The test is completed in the spring of 2017, fee is refundable if testing does not occur.
- ☐ Schedule a shadow visit and testing date, accompanied with a \$50 testing fee for Grades 2-8.

### **March 2017 (or upon admission)**

- ☐ 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 2017 (or upon admission)**

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

**May 2017 (or upon admission)**

- ☐ Sign a contract with the tuition management company by May 22nd affirming your intent to enroll in the upcoming school year and specifying payment terms.

**By June 26, 2017 (or upon admission)**

- ☐ Receive a letter from your student's teacher(s) noting the supplies needed and/or fees that will be required for the 2017-2018 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, 2017. Updates will then be added as attachments at the beginning of school.

**By mid-July, 2017 (or upon admission)**

- ☐ Receive tuition payment information for the 2017-2018 school year.

**Late-August/September 2017**

- ☐ Attend a Back-to-School Pot Luck and Orientation meeting the week prior to beginning 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](mailto:acolburn@sjte.org).