



ST. JOSEPH  
CATHOLIC SCHOOL

## K-8 ADMISSIONS INFORMATION FOR THE 2018-2019 SCHOOL-YEAR

### TIMELINE

St. Joseph Catholic School's admissions and enrollment process for the next school-year begins with our Open House in January. Admissions and open enrollment for the current year is ongoing and runs independent of this timeline.

**Sunday, January 28**  
10 am to 1:30 pm

Open House (applications available for the first time)

At our Open House, our guests will have the opportunity to see the school, meet our teachers, and get questions answered. We will be on hand to provide a general overview of our school program and its extracurricular offerings, and we will share our application procedures in detail.

**Monday, January 29**

Applications Available in School Office & Online

For those unable to make it to our Open House, applications will be available for pickup in the school office. They can also be downloaded at our school's website (<http://www.stjoevanschool.org>) beginning on this date.

**Friday, February 9**

Conclusion of Priority Admissions Cycle – Applications Due by 4 p.m.

This is the initial deadline for priority consideration for enrollment for the 2018-2019 school-year. Applications for Admission, financial aid applications, and other documentation (see application for full details) are due by this date. Applications will continue to be accepted beyond this date but will be considered after those collected during the priority admissions cycle.

**February - Ongoing**

Class Visits for Grades 1-8

We have all students applying for spots in Grades 1-8 spend a day with us. This helps us get to know each child but also helps the child get to know us. We want to help make any transition as smooth as possible. In mid-February, we will be in touch to coordinate a visit day for each prospective Grade 1-8 student. Student applicants will visit with their prospective classes. For example, an applicant who will be applying for a second grade spot for the 2018-2019 school-year will visit with one of our current first grade classes as this is the group the student will potentially be joining in the fall. Student applicants in the priority admissions cycle should complete their visits by Wednesday, March 8<sup>th</sup>.

**Wednesday, March 14**

Admission Notices Sent to Priority Admission Cycle Applicants for Grades K-8

Admission notices for applicants who applied as part of the priority admissions cycle will be mailed by this date. Admission notices for any other applicants who have applied after the priority admission cycle deadline will be sent as soon as we've been able to review applications and the student applicant has made his/her visit day to St. Joseph Catholic School.

**Friday, March 30**

New Family Contracts Due

**Late April/Early May**

Kindergarten Meet & Greet / Assessments

All students whose families turned in contracts for the year will come and meet our teachers and play alongside the other students who will be joining kindergarten. This is an opportunity for us to begin to get to know the students and, if necessary, to share any information on things the students can work on over the summer months.

(over...)

**Monday, June 4**  
**6:30 pm**

### New Family Orientation

*New parent meeting for students who have been offered and have accepted an open spot for the 2018-2019 school-year.*

### **ENROLLMENT PRIORITY**

Enrollment in St. Joseph Catholic School is allocated in the following order of priority:

1. Current St. Joseph Catholic School families  
*A current St. Joseph Catholic School family is one who has a student currently enrolled at the school. Siblings of currently enrolled students have first priority of acceptance.*
2. Active parishioners of St. Joseph Church who are new to the school  
*A St. Joseph active parishioner is defined as a family who:*
  - *is registered at St. Joseph Church*
  - *participates in weekly Mass*
  - *completes an annual stewardship card and contributes as pledged*
  - *actively participates in church activities/ministries*
3. Active parishioners from other Catholic parishes in the local area
4. Active parishioners of a parish outside the local area who currently have children enrolled in a Catholic elementary school and are transferring to St. Joseph Church
5. All others

### **ENROLLMENT**

1. Application materials for 2018-2019 will be available for new families beginning January 28, 2018.
2. Completed applications received by February 9, 2018, will be given priority status as listed above. Forms received after this date will be processed on a first-come, first-serve basis.
3. Required application fee of \$150 per student is due in the school office, with the application form.
4. Tuition contracts will be sent to accepted families at the time of admission notification or shortly after.
5. Completed tuition contracts are due within two weeks of receipt. Any family that does not turn in a tuition contract within two weeks of receipt will lose their position for admission. They will begin the enrollment/contract process again and acceptance will be determined on a space-available basis.

### **PLACEMENT**

Students registering for kindergarten must be five years of age on or before August 31 of the year for which they are applying for admission. Students registering for first grade must be six years of age on or before August 31 of the year for which they are applying for admission.

Students will be placed in the proper grade according to their successful completion of the previous grade level work. For students applying for admission to grades 2 through 8, acceptance will be dependent on previous academic records, behavior record, and possible interview results (both parent/s and child). Students may be asked to take a placement test.

St. Joseph Catholic School strives to maintain a maximum of 25 students in each class. There may be, at times, more than 25 students in a class.

### **STATEMENT OF NON-DISCRIMINATION**

The Catholic Schools of the Archdiocese of Seattle admit students of any race, color, national, or ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to all the schools. St. Joseph Catholic School does not discriminate on the basis of race, color, national, or ethnic origin in administration of its educational policies, admissions policies, athletics and other school-administered programs.