

# SAINT FRANCIS HIGH SCHOOL

Admission Office (678) 339-9989 ext 33



## ADMISSION CHECKLIST AND PROCEDURE

**Step 1:** Set up a parent meeting and tour with our Admission Office at 678-339-9989 ext. 33 or online at <https://www.saintfrancisschools.com/admissions/parent-meetings-andtour-dates/>

**Step 2:** Submit an application using the checklist below.

The following are to be completed and submitted online at <https://www.saintfrancisschools.com/admissions/application-forms/>

- Application**
- Parent Survey Form**
- Academic and Extracurricular Questionnaire**
- Nonrefundable Application Fee (\$150)**

The following are to be sent to Saint Francis High School by your current school. Please go to <https://www.saintfrancisschools.com/admissions/application-forms/> and print off the Request of Records Form and Evaluation Forms, sign all forms, and deliver them to your current school's registrar or counselor requesting the following items.

- School Records, Recent Report Card, Official Transcript, Attendance Report**
- Discipline Report**
- Standardized Testing Scores: (PSAT, ITBS, CRCT, etc.)**
- Immunization Records**
- Psychological Evaluation and IEP (if applicable)**
- Evaluation Forms**
  - English/Language Arts**
  - Math**
  - Principal/Counselor**

The following is optional, but can be helpful to the Admission Committee in getting to know an applicant. It should be submitted to Saint Francis High School.

- Letter(s) of Recommendation**

**Step 3:** Upon receipt of a completed application, the Admission Office will contact you to set up an appointment for applicant testing, tour, and interview.

**Step 4:** The official decision notification for admissions to Saint Francis High School is emailed on March 31.