

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://docs.google.com/forms/d/e/1FAIpQLSdHA08wj3ITqdfR0ux5G-f4RNE76qfb9RE29LRqqog0p3LLhg/viewform>

Step 2: Submit an application using the checklist below.

The following are to be completed and submitted online using the link below:

<https://www.saintfrancisschools.com/admissions/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/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, PACT, 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.