

## Applying to the SAAS Upper School

We are so excited you are here and know school applications can feel daunting! We want to help. The goal of this guide is to give you some basic information about the SAAS process and answer some frequently asked questions. So as you start to tackle this process, print this out or save it to your files, and remember you can always pick up the phone and ask our team questions (206-324-7227).

## What is Ravenna?

Seattle Academy, and many of the other Seattle area independent schools, use **Ravenna**, a web-based application system. Through Ravenna, families will create an account and a profile that any school using the system can see when you start exploring that school. You will use this website to research schools, manage your different applications, submit forms, and register for admission events. Each school will outline the steps to complete your application for their school. You will send your teacher evaluation requests through Ravenna as well as request transcripts from your current school. Most schools will upload those files to Ravenna directly. At the end of the application process (yes you will get there!), we will also post our decisions online on Decision Day. There will be questions and we can help with many of them, though there will be times when we point you in the direction of the Ravenna customer care team, which can be reached at [ravenna-customer care@communitybrands.com](mailto:ravenna-customer care@communitybrands.com).

## Application Types

You'll find different Application Types to choose from on Ravenna when starting an application:

- **Early SAAS Sibling** - Siblings of SAAS students who are applying for the 6th-or 9th-grade have the option of an early application process. This is for applicants who are applying exclusively to SAAS. They receive a decision and are expected to make their commitment before the December Break.
- **Early Faculty/Staff Child** - Children of SAAS faculty and staff have the option of an early application process. This is for applicants who are applying exclusively to SAAS. They receive a decision and are expected to make their commitment before the December Break.
- **Standard** - This is for families applying on the regular timeline with a deadline of January 12th. Most students fall into this application type. Application decisions are communicated in February. SAAS siblings and children of faculty/staff may also apply through this type.
- **Rainier Scholars** - This is only for students enrolled in the community-based organization Rainier Scholars program and follows all of the same deadlines as the Standard Application.
- **2nd Round** - 2nd Round applications are for families who missed the deadline and are applying for our Wait Pool. All families who submit an application after the standard deadline of January 12th, will be considered a second round application.

## Standard Applications

Standard Application Timeline	
January 12, 2023	Application & Supplemental Materials Deadline
February 2, 2023	Financial Aid Deadline
February 24, 2023	Upper School Decisions Posted on Ravenna (12:00 PM)
March 3, 2023	Upper School Commitments Due (12:00 PM)
March 17, 2023	Middle School Decisions Posted on Ravenna (12:00 PM)
March 24, 2023	Middle School Commitments Due (12:00 PM)

The components of a SAAS application includes the following:

### SAAS PRELIMINARY APPLICATION

- SAAS Preliminary Application Form
- \$75 non-refundable application fee - Please email us at [admissions@seattleacademy.org](mailto:admissions@seattleacademy.org) for an application fee waiver.

*Please note:* As soon as the preliminary application has been submitted, you can schedule your required student visit day and parent/guardian interview. Visit days and interviews begin in October and continue through the end of January and fill quickly.

### SUPPLEMENTAL MATERIALS

Supplemental materials must be submitted by the application deadline of January 12, 2023 to ensure a complete application for admission consideration. The required materials are:

- Student Interest Sheet
- Parent/Guardian Statement
- Student Essay
- Two Teacher evaluations
  - One from an English/History teacher (current or last year)
  - One from a Math teacher (current or last year)
- Transcripts/Grade Reports
  - Academic records for the current school year and the two prior school years (2020-21, 2021-22, and 2022-23)
  - For students attending schools on a semester grading system, those reports can be submitted after the January 12th deadline.

***\*PLEASE NOTE: Due to high volume, transcripts and other materials received the week of the deadline may take up to 3 weeks to be processed by Ravenna. While your application will still be considered in the first round, we ask that you request these materials before that week if possible.***

## STUDENT VISIT DAY

Once an application is submitted, families can register for a student visit day through Ravenna. We recommend scheduling a visit day quickly as spots fill up. Visit Day Goals:

- For applicants to meet and experience a class taught by a SAAS teacher
- For applicants to meet and hear from SAAS students about clubs, activities, sports, trips, and the culture of the school
- For SAAS community members to get to know applicants better

## PARENT/GUARDIAN INTERVIEW

Once a family completes and submits an application, they can register for a parent/guardian interview through Ravenna.

- This is a required component and the interview lasts approximately 30 minutes. Your child should not attend the meeting.
- These meetings will be virtual Zoom calls. Families will receive the Zoom meeting link after registering in Ravenna.
- Our goal is to get to know applicants better and for families to gain information that helps them know Seattle Academy better.
- Interpreter services are available upon request.

## STANDARDIZED TESTING

SAAS believes standardized tests are only one data point in the much larger picture of a student. As such, we do not require an admission entrance exam like the **ISEE** or **SSAT**. If a family would like to submit this testing data they are free to do so, however, it is not required or expected. Each completed application will be considered fully, with or without exam scores.

- Our school codes are 481154 (ISEE) and 7240 (SSAT).

## **SAAS Sibling/Faculty/Staff Early Application**

The early SAAS Sibling/Faculty/Staff Application types contain all of the same components as the Standard Application, however they have a different timeline and commitment date.

Early SAAS Sibling/Faculty/Staff Application Timeline	
September 1, 2022	Ravenna Application Opens
November 1, 2022	SAAS Early Sibling/Employee Application Deadline
November 17, 2022	SAAS Early Sibling/Employee Supplemental Materials Deadline
December 2, 2022	Financial Aid Deadline for SAAS Re-enrolling families and SAAS Early Sibling/Employee Applicants
December 9, 2022	SAAS Early Sibling/Employee Decisions on Ravenna (12:00 PM)
December 16, 2022	SAAS Early Sibling/Employee Commitments Due (12:00 PM)

## SAAS SIBLING EARLY DECISION PROCESS

This early decision process is intended for current Seattle Academy families who would have a sibling applying for admission in **6th** or **9th** grades, and who are applying ONLY to Seattle Academy. We are unable to offer an early decision for all other grades, as openings in those grades are dependent upon attrition. ***If a sibling would like to pursue applications at other schools, they should choose the Standard Application type and timeline.*** For purposes of this policy, Seattle Academy defines a sibling as either:

- the biological, adopted, or stepchild of a current Seattle Academy custodial parent or guardian
- the biological, adopted, or step-sibling of an alumnus who has graduated from Seattle Academy within the last 5 years.

Please note: Siblings of students who attended Seattle Academy, but did not graduate from Seattle Academy, are not eligible for the early decision process.

## SAAS FACULTY & STAFF CHILD EARLY DECISION PROCESS

This early decision process is intended for current Seattle Academy faculty and staff who are applying ONLY to Seattle Academy. ***If an employee would like to pursue applications at other schools, they should choose the Standard Application type and timeline.***

## Out of State & International Applications

Students applying from out of state or out of the country, who are unable to visit Seattle Academy in person, will complete virtual student and parent/guardian interviews. Please contact the admissions team directly at [admissions@seattleacademy.org](mailto:admissions@seattleacademy.org) to schedule your interview times as we realize alternative options for timing may need to happen due to time differences. If translation services are needed for the parent interview, please communicate that on the application. Seattle Academy defines international students as students that:

- are not citizens or permanent residents of the United States
- AND are currently attending a school outside of the U.S.

**For non-US citizens, please note Seattle Academy is not authorized to issue the I-20 Certificate of Eligibility for students. Boarding accommodations, host families, and homestays are not offered.**

***If an international applicant is not a native English speaker, and has been enrolled in an English speaking school for less than three years, we require an English proficiency score report to be submitted as part of the application process.***

Tests accepted: **DET (Duolingo English Test), TOEFL, IELTS, iTEP-SLATE, EIKEN, TOEFL Jr.**

## Homeschool Applications

We recognize that there are many education options for families to consider, including homeschooling, and that the homeschool approach varies significantly from student to student. Please read the following document which outlines the information that homeschool families are asked to submit.

Download: [SAAS Homeschool Guidelines](#)

## Second Round Applications

2nd Round Application Timeline	
January 12th, 2023	Standard Application closes and 2nd Round Application opens
April 1, 2023	2nd Round Parent/Guardian and Student Interviews open
<i>Wait Pool decisions are communicated to 2nd Round families on an ongoing basis as applications become complete.</i>	

Any application received after the January 12, 2023 deadline will be considered in our Second Round Application Process. Decisions for these applications will be given after we have completed the decision-making process for applications submitted by the deadline. The admissions office will reach out to 2nd Round applicant families to schedule student and parent/guardian interviews starting in April. 2nd Round applicants will be placed in our wait pool to be considered if space becomes available.

***Please note: Financial aid assessment and awards happen with our standard application timeframe, which is why the aid application deadline is February 2nd. This means our financial aid dollars are prioritized for current SAAS families and families who apply before January 12th. We want to be transparent with 2nd Round applicants that it is not likely that we will have any aid dollars left to offer to 2nd Round families in the wait pool.***

## Decisions Process

The decision committee reviews information from all components of each application. If a required application step is incomplete at the time that admission decisions are made, that student's application will be moved to the Second Round Application process and their admission decision will not be made in the Standard Application timeline. Please see the Important Dates section above to review details about this timeline.

## WAIT POOL

Each year the number of applicants for each grade exceeds the number of spaces available. As such, many families will receive a wait pool decision. Families have the option to remain in that group, or may decline the wait pool invitation. This is not a numerical list. Wait pool applicants are considered on a case-by-case basis. If a space becomes available, the Admission Office will contact families to determine interest in attending Seattle Academy.

## Financial Aid

All families requesting financial aid must submit documentation of financial need through a financial aid application process, separate from the admission application. Seattle Academy utilizes a third-party financial aid application and analysis tool, **School and Student Services (SSS)**. The SSS website will open for applications on September 1, 2022.

- Financial aid is awarded on a need-based criteria.
- SAAS requires a completed application, the prior year (2021) tax return, and W-2 forms to be submitted by February 2, 2023.
- We evaluate a family's ability to pay based on the information provided by SSS and the input provided directly from the family when making grant decisions.
- We prioritize returning SAAS-enrolled families who are currently receiving financial aid.

Please note: SSS has established fee waiver guidelines according to family income and will not charge a fee for qualified applicants. Families outside the range of SSS by NAIS's "free filing status" who would like assistance may request a fee waiver by emailing [financialaid@seattleacademy.org](mailto:financialaid@seattleacademy.org).

## HOW TO APPLY

- The financial aid application process is completed online, and consists of a Parent/Guardian Financial Statement (PFS) and the most recently filed Federal Income Tax Return Form 1040 from both parents/guardians.
- Log on to the SSS website, at [sss.nais.org](http://sss.nais.org), and follow the instructions provided.
- SEATTLE ACADEMY'S CODE IS 7243.

Please do not wait until after receiving an admission decision to request financial aid as funding may no longer be available. The **Financial Aid** section of our website includes more detailed information about the financial aid process.

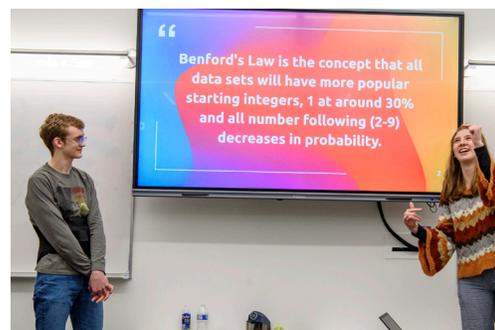
## HOW TO APPLY

Under the Admissions section of [seattleacademy.org](https://seattleacademy.org), you will find an “Apply Online” button which takes you to Ravenna, our online application system.

## APPLICATION MATERIALS

The Ravenna website will walk families through all of the following steps.

- Create a Ravenna Profile
- Submit SAAS Preliminary Application Form
- Submit \$75 Application Fee  
*Please contact SAAS Admissions for a fee waiver if needed.*
- Parent/Guardian Statement
- Student Essay and Short Answers
- Student Activities Form
- Two Teacher Evaluations  
*At least one of the following must be a current teacher.*
  - One from an English/Language Arts/History/Social Studies Teacher
  - One from a Math Teacher
- Three years of grades/transcripts (including the current year)
- Visit Day: *All applicants must complete a half-day visit, which allows applicants to experience SAAS teaching and helps us get to know your student. Register through Ravenna. Virtual interviews are possible for out-of-town applicants.*
- Virtual Parent / Guardian Interview: *an opportunity for families to share additional information about the student. Register through Ravenna.*
- OPTIONAL: SSAT or ISEE scores *\*\*Please note SAAS does not require these scores.*



## IMPORTANT DATES:

October 15, 2022	October Open House
November 5, 2022	November Open House
January 12, 2023	Application & Supplemental Materials Deadline
February 2, 2023	Financial Aid Deadline
February 24, 2023	Upper School Decisions Posted on Ravenna (12 PM)
March 3, 2023	Upper School Invitation Response Due (12 PM)

## QUESTIONS?

Please contact the Admissions Office at [admissions@seattleacademy.org](mailto:admissions@seattleacademy.org) or call (206) 324-7227.

For Financial Aid, please visit: [seattleacademy.org/financialaid](https://seattleacademy.org/financialaid)