



# FR. SAUER ACADEMY

## APPLICATION PROCESS AND MATERIALS CHECKLIST

We are delighted that you are interested submitting an application for 6th grade, Academic School Year 2023–2024 school year at the Fr. Sauer Academy. Here is a timeline and checklist to ensure that your application is complete and submitted on time for consideration.

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### IMPORTANT DATES FOR THE FR. SAUER ACADEMY APPLICATION PROCESS:

**October 3, 2022** Applications can be picked up in person at our Main Office or at the front desk of St. Ignatius College Preparatory. It can also be downloaded from the website ([www.siprep.org/academy](http://www.siprep.org/academy)).

**January 20, 2023** Priority Application and TADS Submission Deadline (Priority Group).

**February 4 and 25, 2023** FSA Placement Exam (9:00am–12:00pm).

**February 13, 2023** Final Application and TADS Submission Deadline (Second Group).

**March 24, 2023** Parent/Guardian and Student Interviews scheduled on a rolling basis.

**March 31, 2023** Notification of Acceptance letters sent to families.

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### TO ENSURE THAT YOUR CHILD'S APPLICATION IS CONSIDERED, PLEASE MAKE SURE THAT ALL OF THE FOLLOWING APPLICATION MATERIALS ARE COMPLETE AND SUBMITTED TOGETHER IN PERSON OR VIA MAIL:

- Application for Admission (pages 1–4)
- Birth certificate
- Current immunization record
- Current COVID-19 vaccination card
- Most recent 4th and 5th grade report card
- Most recent standardized test (*4th and 5th grade District Assessments*)
- Recent photo of the student or family photo
- Family Financial Aid Information Form
- 2021 Federal Tax Return (Form 1040) and 2022 W2 Forms (or 2022 Tax Return)\*\*

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### PLEASE RETURN THE APPLICATION FORM AND DOCUMENTS LISTED IN STEP NUMBER 2 TO:

**Fr. Sauer Academy**  
Attention: Ms. Robles  
2001 37th Avenue  
San Francisco, CA 94116

**\*\*If Federal Income taxes were not filed, please submit any of the following documentation of benefits:**

- CalWorks (AFDC) (2022)
- Social Security or Foster Care Benefits
- Unemployment/Disability or Retirement Benefits (2022)
- Workers Compensation (2022)
- Letter of Notification for Approval for Free/Reduced Lunch from SFUSD



# APPLICATION FOR ADMISSION

Student's Name \_\_\_\_\_ Current Grade \_\_\_\_\_  
*First Middle Last*

Street Address \_\_\_\_\_

City, State, Zip Code \_\_\_\_\_

Gender \_\_\_\_\_ Date of Birth \_\_\_\_\_  
*Month Day Year*

Student Email Address \_\_\_\_\_

Religion \_\_\_\_\_ Parish/Church \_\_\_\_\_

Home Language \_\_\_\_\_ Language(s) Student Reads and Writes \_\_\_\_\_

Ethnic Background (Optional) Please Identify Your Ethnic Background/Origin. *For Example: Asian, Latino, Caucasian, African American, Filipino, Etc.*

## FAMILY INFORMATION

	MOTHER/GUARDIAN 1	FATHER/GUARDIAN 2
Name		
Address		
Home Phone		
Cell Phone		
Work Phone		
Email Address		
Occupation		
Employer		
Primary Language		
Other Languages Spoken		

**PLEASE CHECK IF APPROPRIATE**     Parents Married     Father Deceased     Mother Deceased  
 Parents Separated/Divorced     Father Remarried     Mother Remarried  
 Single Parent     Legal Guardian

Student lives with \_\_\_\_\_ Relationship \_\_\_\_\_

	NAME	AGE	GRADE	SCHOOL
Please list any brothers and sisters				

## **FINANCIAL INFORMATION**

The Fr. Sauer Academy exists to support under-served students; family income is, therefore, a consideration for acceptance. In order for an application to be considered, you must submit 2021 income tax return (1040 or equivalent) and your 2022 W-2's (or 2022 Tax Return) as attachments along with the application forms. If you did not file Federal Income taxes, any of the following documentation of benefits you receive must be submitted: CalWorks (AFDC) (2021 or 2022), Social Security or Foster Care Benefits, Unemployment/Disability or Retirement Benefits (2021/2022), Workers Compensation (2021/2022), and/or the Notification for Approval for Free/Reduced Lunch.

Annual Family Income \_\_\_\_\_ Number of Dependents \_\_\_\_\_

## **EDUCATIONAL INFORMATION**

Current School \_\_\_\_\_

School Address \_\_\_\_\_

School Phone Number \_\_\_\_\_ School Email Address \_\_\_\_\_

Principal \_\_\_\_\_

Other Schools Attended \_\_\_\_\_

*Name of School*

*Grade*

*Dates Attended*

Does the student receive any school-related support services?      Yes      No      If yes, please check all those that apply.

\_\_\_\_\_ Counseling (school)      \_\_\_\_\_ Resource Room      \_\_\_\_\_ Speech/language therapy

\_\_\_\_\_ Counseling (outside school)      \_\_\_\_\_ ELD (English Language Development)      \_\_\_\_\_ Title I Remedial Math

\_\_\_\_\_ Title I Remedial Reading      \_\_\_\_\_ Special Education

\_\_\_\_\_ Other (please specify) \_\_\_\_\_

Is there any illness or disability that impacts the student's studies or participation in school activities such as physical education?      Yes      No

If yes, please indicate what the illness or disability (asthma, dyslexia, etc.) is and explain.

FR. SAUER ACADEMY

Has the student ever repeated a grade?      Yes      No      If yes, please specify grade. \_\_\_\_\_

Has the student ever been suspended or expelled from school?      Yes      No      If yes, please explain below.

# **STUDENT STATEMENT**

State in your own words why you want to attend the Fr. Sauer Academy.

List any academic awards or honors you have received:

I show kindness by:

How would you describe a good teacher?

How much time do you usually spend doing homework each night?

My friends would describe me as:

Anything else you would like to tell us?

List any activities/sports/clubs in which you are currently a participant:

What is your favorite activity?

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

# **PARENT / GUARDIAN STATEMENT OF INTENT**

Please write a paragraph explaining why you want your child to attend the Fr. Sauer Academy. This paragraph may be written in the native language of a parent or guardian.

How did you hear about the Fr. Sauer Academy?

I understand that the Fr. Sauer Academy is part of St. Ignatius College Preparatory and an academically challenging school with a rigorous code of conduct and that full participation of parents or guardians is necessary in order to meet the requirements of the program.

Parent (Guardian) Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent (Guardian) Signature \_\_\_\_\_ Date \_\_\_\_\_

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

***NON-DISCRIMINATION POLICY:*** *St. Ignatius College Preparatory, mindful of its mission to be witness to the love of Christ for all, admits students of any race, color, religion, and national and/or ethnic origin to all the rights, privileges, programs and activities generally accorded to or made available to students at the school. St. Ignatius College Preparatory does not unlawfully discriminate on the basis of race, color, religion, and national and/or ethnic origin, age, sex, or disability in the administration of educational policies, admissions policies, scholarships and loan programs, and athletic and other school-administered programs.*

## **ATTACHMENTS**

Please attach the following items required for admission (the application will be considered when all items have been submitted)

1. Birth certificate
2. Current Immunization record
3. Current COVID-19 vaccination card
4. Most recent 4th and 5th grade report card
5. Most recent standardized test (4th Grade Smarter Balance Assessment is acceptable)
6. Recent photo of the student and a recent family photo
7. Free and reduced lunch form (if applicable)
8. 2021 Tax Returns and 2022 W2 Forms (or 2022 Tax Returns)
9. Submit TADS Application online for Fr. Sauer Academy scholarship (see page 2 of Family Financial Aid Information Form)

Please return this application form and required documents to:

**FR. SAUER ACADEMY**  
ATTN: DEYANIRA ROBLES  
2001 37th Avenue  
San Francisco, CA 94116



# CONFIDENTIAL TEACHER OBSERVATION FORM

MUST BE COMPLETED BY CURRENT 5TH GRADE HOMEROOM TEACHER

The Fr. Sauer Academy is a unique school which offers a high-quality Jesuit education, with the goal of preparing girls and boys to enter St. Ignatius College Preparatory. We are dedicated to supporting under-served scholars who have the potential and desire to maximize their God-given gifts. By creating an atmosphere for academic, emotional, and spiritual growth, we aim to develop thoughtful, articulate, sensitive, and aware scholars with a strong sense of self-worth. The Fr. Sauer Academy scholars carry a full academic schedule and remain at school until 3:00 pm. Additionally, the Academy will arrange safe transportation for scholars to school and back home each day. Please go to [www.siprep.org/academy](http://www.siprep.org/academy) for more information about the Fr. Sauer Academy prior to completing this observation form.

Thank you for your time and effort in sharing your professional insights about this student. It is a critical component in the overall application process. If you know of other students who you believe would benefit from a Fr. Sauer Academy education, please have them call us at 415.731.7500 ext. 5030.

**Student's Name** \_\_\_\_\_

How long have you known this student? \_\_\_\_\_

In what capacity \_\_\_\_\_

*Please rate the student in the following criteria by checking the appropriate box:*

	Always	Often	Sometimes	Rarely
Student arrives prepared for class				
Student works to ability				
Student completes assignments on time				
Student asks questions when she/he needs help or is confused				
Student is inquisitive				
Student is a motivated learner				
Student shows respect for peers				
Student shows respect for adults				
Student is respected by peers				
Student demonstrates academic potential				
Student accepts responsibility for her/his behavior				
Student is able to verbalize/articulate thoughts well				

Please offer any further thoughts/explanations related to your answers above:

Please list any extra-curricular activities in which the student participates:

Current School \_\_\_\_\_

Your Name \_\_\_\_\_ Your Email Address \_\_\_\_\_

Please e-mail this completed form to Deyanira Robles at [drobles@siprep.org](mailto:drobles@siprep.org) or mail it to:  
St. Ignatius College Preparatory, ATTN: Deyanira Robles, 2001 37th Avenue, San Francisco, CA 94116.



# AUTHORIZATION FORM FOR TRANSCRIPT OF STUDENT GRADES

**WITH THIS FORM, I AUTHORIZE THE SCHOOL TO SEND MY CHILD'S OFFICIAL SCHOOL TRANSCRIPT, REPORT CARDS, STANDARDIZED TEST RESULTS, ATTENDANCE AND HEALTH RECORDS (INCLUDING IMMUNIZATION RECORDS) AND ALL OTHER RECORDS, (IEP'S, PSYCHOLOGICAL REPORTS, ETC.) TO FR. SAUER ACADEMY.**

\_\_\_\_\_ *Student's Name*

I hereby authorize \_\_\_\_\_ to immediately release a  
*Name of Current School*

copy of the academic records of \_\_\_\_\_ to  
*Student's Name*

**Fr. Sauer Academy**  
Attention: Ms. Robles  
2001 37th Avenue  
San Francisco, CA 94116

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

**NOTE:** if there are any questions regarding transcripts or the application process, please contact the Fr. Sauer Academy main office at 415-731-7500, ext 5030.

**ATTENTION PARENTS:** this form should be submitted directly to Fr. Sauer Academy. **DO NOT** submit this form to the student's current school. Fr. Sauer Academy will forward this to your child's school.



# FAMILY FINANCIAL AID INFORMATION FORM

Please complete and sign this application and include a copy of your **2021 Federal Tax Return and 2022 W2's (or 2022 Tax Return) for all Parents/Guardians. Application is not complete without this form.** \*PLEASE PRINT CLEARLY AND NEATLY WITH A BALL POINT PEN\*

## A Parent, Guardian or Other Adult *Residing with Student*

CHECK ONE:      Mother                  Father                  Stepmother                  Stepfather                  Other Adult

\_\_\_\_\_  
Last Name    First Name    Middle

\_\_\_\_\_  
Address                                  Apt #                                  City                                  Zip Code                                  Make/Model/Year of Car

\_\_\_\_\_  
Home Phone Number                                  Cell Phone Number                                  Personal Email Address

\_\_\_\_\_  
Occupation/Title                                  Employed By                                  Work Phone Number                                  How Long?

\_\_\_\_\_  
Annual Salary                                  Other sources of income (retirement, disability, unemployment) and amount

## B Parent, Guardian or Other Adult *Residing with Student*

CHECK ONE:      Mother                  Father                  Stepmother                  Stepfather                  Other Adult

\_\_\_\_\_  
Last Name    First Name    Middle

\_\_\_\_\_  
Address                                  Apt #                                  City                                  Zip Code                                  Make/Model/Year of Car

\_\_\_\_\_  
Home Phone Number                                  Cell Phone Number                                  Personal Email Address

\_\_\_\_\_  
Occupation/Title                                  Employed By                                  Work Phone Number                                  How Long?

\_\_\_\_\_  
Annual Salary                                  Other sources of income (retirement, disability, unemployment) and amount

## C Household Information

1. Number of individuals who will live in my/our household during the 2020-2021 school year

\_\_\_\_\_ Parents/Guardians      \_\_\_\_\_ Children      \_\_\_\_\_ Others

\*If others, please explain. \_\_\_\_\_

2. Current marital status/housing arrangement of Parent/Guardian 'A'

Single, never married      Married      Divorced      Divorced/remarried      Residing w/ Significant Other      Widowed  
Separated      Other \_\_\_\_\_

## D Housing Information

### RENT

Monthly rental payment	_____
Amount paid by household	_____
Amount paid by others	_____

### OWN

_____	Monthly mortgage payment
_____	Current Market Value
_____	Amount still owed

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

Student Name \_\_\_\_\_



## FAMILY FINANCIAL AID INFORMATION FORM *(continued)*

Please complete and sign this application and include a copy of your **2021 Federal Tax Return and 2022 W2's (or 2022 Tax Return) for all Parents/Guardians. Application is not complete without this form.** \*PLEASE PRINT CLEARLY AND NEATLY WITH A BALL POINT PEN\*

### **E** Automobile Information

1. Number of automobiles owned or leased \_\_\_\_\_

2. Total monthly payment for vehicle(s) \_\_\_\_\_

### **F** Assets

1. Amount of money in checking account \_\_\_\_\_

2. Amount of money in savings account \_\_\_\_\_

3. Amount of cash on hand \_\_\_\_\_

### **G** Retirement Plans

Personal monthly contribution to retirement plan \_\_\_\_\_

### **H** Medical Expenses

1. Monthly payment toward insurance premium \_\_\_\_\_

2. Average monthly payment toward medical expenses  
(dental, prescription drugs, prescription eyewear) \_\_\_\_\_

## PROCESS FOR TADS APPLICATION FOR FR. SAUER ACADEMY SCHOLARSHIP

1. Visit [www.mytads.com](http://www.mytads.com) and click on 'Financial Aid Assessment' to begin.
2. Login or create a new account.
3. Select your school (Fr. Sauer Academy) by clicking through the State/City/School dropdowns.
4. Complete and submit your application (the information that you filled out on this Family Financial Aid Form will be helpful).
5. Submit documentation to TADS (1040 Form, etc).
6. TADS will contact you with requests for clarification or other required documentation.

Should you need assistance, you can call or email **TADS support (1-800-477-TADS x8237 or [support@tads.com](mailto:support@tads.com))**.

If you need additional assistance, please call or stop by the Fr. Sauer Academy office **(415) 731-7500 ext. 5030**.