

**St. Paul's Academy – K-12<sup>th</sup> Grade**  
**Admissions Process**  
**All New Students to SPA**

**Welcome!**

At St. Paul's Academy (SPA), we create a challenging educational environment for students and the experiences for them to be successful.

You and your child will be welcomed to a supportive community where our faculty and staff are more than teachers. They are role models and partners in your child's education. They approach their role in our students' lives with openness, understanding, passion, and compassion. Our students are challenged academically, emotionally, spiritually, and physically. They learn empathy and curiosity, a passion for learning, leadership, and skills for their future success as students and adults in today's world.

The SPA community, parents and staff members, work together to create a positive and supportive learning environment. They work to provide opportunities for families to participate and support their child's education at St. Paul's.

We congratulate you for recognizing a quality educational placement for your child and for taking this opportunity to apply for admissions to St. Paul's Academy.

**The Admissions process can take place throughout the year, but admissions decisions for the following school year are made beginning February 1<sup>st</sup>.**

Forty-two kindergartners are admitted each year.

Students are admitted into all grade levels (first through tenth grades) on a space available basis.

Priority is given to:

- Siblings of current students
- Current students attending Little Epistles' Preschool (LEPS) in our four-year-old program who meet admissions standards based on assessment information

**Admissions applications for the current school year are accepted throughout the school year.**

**Step One: The First Contact**

The parent contacts the school and makes an appointment to tour the building and meet with the Admissions Director or Head of School at any time during the year.

**Step Two: The Application**

All applicants, including incoming kindergartners from LEPS, must fill out an Application Form. We can either mail an admissions packet or you can print the Application Form from the web site ([www.spesnet.com](http://www.spesnet.com)). Once you have filled out the Application Form, return it with a \$50.00 non-refundable application fee (unless your child has attended LEPS and already paid this fee) to:

Director of Admissions  
St. Paul's Academy  
3000 Northwest Ave.  
Bellingham, WA 98225

### **Step Three: The Admissions Test**

Each applying child in first through tenth grades must take the Weschler Individual Achievement Test – WIAT, which is administered at St. Paul's Academy by a certificated teacher. The fee for the test is included in the \$50 admissions fee. An assigned testing time is scheduled after the admissions packet is received. You will receive a phone call to schedule the time and date. The Kindergarten assessment is a basic screening that we have developed to assess readiness for reading and math instruction.

Students in fourth through tenth grades will also be given a short writing assignment during their assessment time.

### **Step Four: The Interview and tour**

Parents of prospective students are invited to make an appointment to visit the school and tour. This can be done at one of the open houses or by scheduled appointment. The Head of School or member of the Admissions Committee will accompany the parent and student on a tour.

### **Step Five: The Transcript**

Parents are responsible for having their child's complete records/transcript sent to the Admissions Office at St. Paul's Academy. Please contact the school for instructions. In addition to the above requirements, a copy of the most recent report card from the current teacher(s) must accompany the application for first through tenth graders.

**Middle and High School Students – Grades 6 through 12** – In addition to the above requirements, we also require a recommendation from a current teacher. We will either mail you a recommendation form or you can obtain one from the web site.

### **Step Six: The Campus Visit**

In May, after kindergarten students have been admitted, they will be invited to spend a couple of hours in a kindergarten class to assist them in making a transition to our school the following fall. They are to be accompanied by a parent or familiar adult.

Prospective applicants in first through tenth grades will visit the campus in the spring of the year prior to attending. They will spend at least one half day or more in a classroom with students who are at the same level. Please call the school to schedule this visit. If students are enrolling mid-year, they will also visit for at least one half day.

Children may also visit a classroom at their grade level before the application is received.

*St. Paul's Academy (SPA) is an independent 501(c)(3) non-profit educational corporation. Pre-kindergarten programs operate as Little Epistles' Pre-School (LEPS). SPA admits students of any race, religion, gender, color, sexual preference, national and ethnicity to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. SPA does not discriminate in the administration of its educational policies, admission policies, scholarship and loan programs, athletic and school-administered programs.*