



STEPS IN THE ADMISSIONS PROCESS

Step 1: Parent Visit

We find it best if parents of prospective students in Grades K-5 come on their own for an initial visit. Prospective students for Grades 6-7 are encouraged to accompany their parents on a tour or to the Open House. Call or email the admissions office to schedule your visit or [register here](#) for one of our admissions events.

Step 2: Apply

The time to apply for 2024-25 school year is fall 2023

Families of applicants at all grade levels must submit the following:

- [Online Application](#) and \$50 non-refundable application fee
- [Transcript Release Form](#)
- [Testing Preference Form](#)

St. Michael's Episcopal School requires that all enrolled students be currently vaccinated as prescribed by the Commonwealth of Virginia.

Step 3: Test

- **Kindergarten:** Wechsler Preschool and Primary Scale of Intelligence, Fourth Edition (WPPSI-IV) and Readiness Testing
- **Grades 1-7:** Wechsler Intelligence Scale for Children, Fifth Edition (WISC-V) and Academic Assessment

Step 4: Student Visit

For applicants in Grades 1-7, our team will work with your family to schedule a visit for your child. These visits typically start at the beginning of January. During this all-day visit, your child will be matched with a student host and have the opportunity to learn more about the School and experience a day in the life of a St. Michael's student. Your child will also complete a grade-level academic assessment as part of the visit.

Step 5: Admissions Decision

An applicant's acceptance is based on:

- Availability of space
- Admissions testing

- Preschool report (applicants for Kindergarten)
- Readiness Visit (applicants for Kindergarten)
- Teacher recommendation (applicants for Grades 1-7)
- Student assessment visit (applicants for Grades 1-7)
- Previous school records (applicants for Grades 1-7)
- Evidence that the applicant will benefit from and contribute to the School's complete program

Step 6: Enrollment

If offered a contract, a signed enrollment agreement, \$500 deposit, and one-time enrollment fee must be submitted by the date specified on the acceptance letter to guarantee a child's space.

Enrollment Fee:

1st child	\$1,000
2nd child	\$500
Additional child(ren)	No charge

ASSESSMENT INFORMATION

The **Wechsler Preschool & Primary Scale of Intelligence (WPPSI)** and the **Wechsler Intelligence Scale for Children (WISC)** are individual assessments that measure cognitive abilities of children.

The WPPSI/WISC is administered by a trained and licensed psychologist and may be scheduled here at St. Michael's, for a fee of \$150, at another participating independent school, or privately through a practitioner of your choosing.*

To learn more, we invite you to view the following videos on our website: [Admissions Testing: The WPPSI & WISC](#) and [Preparing Your Child for Admissions Testing](#).

**Please note: WPPSI/WISC testing administered at St. Michael's, includes the testing and a review of the results with the Admission staff. A written report will not be provided. Testing administered privately includes the testing, a consultation with the psychologist, and a copy of the full written report.*



ADMISSIONS DECISIONS

After all required documents have been received and the appropriate assessments completed, the applicant file is reviewed by the Admissions Committee. While every child has their own unique gifts and abilities, we regret that we cannot admit every applicant. Our Committee carefully reviews each applicant file and determines whether we are able to offer admission. Should your child be accepted, you will receive an online enrollment contract to review and submit.

Applicant Wait Pool

Due to high demand for placement and high re-enrollment rates at the School, qualified applicants may be placed in a wait pool. All students placed in the wait pool are considered qualified for admissions, should a space become available. The School does not rank applicants placed in the wait pool. Whenever a space becomes available, the Admissions Committee will review all applicant files. Priority is given to connected applicants (e.g. siblings, alumni children).

Wait One (Kindergarten only)

At St. Michael's, we believe that a vibrant education doesn't need to be rushed and that READINESS is the key to a child's success both academically and socially. Therefore, occasionally, the Admissions Committee determines that an extra year of development, before starting Kindergarten, would be in a child's best interest. If a kindergarten applicant is asked to "wait one," his/her application will remain on file to be reconsidered for admission the following year. The Admissions team will review, on an individual basis, what steps in the admissions process will need to be taken.

Late Applications

Applications received after the deadlines will be processed and considered as they are received. While most classes are filled from our initial wait pool, we do occasionally have spaces available in the spring or summer. Please contact the Admission Office with specific questions.

KEY DATES AND DEADLINES

Admissions Events

Kindergarten Open House

- **October 25, 2023, 9:30-11:30 a.m.**

Middle School Open House

- **November 15, 2023, 9-11 a.m.**

Welcome Wednesdays

- **November 29, 2023, 9:30-10:30 a.m.**
- **December 6, 2023, 9:30-10:30 a.m.**
- **December 13, 2023, 10-11 a.m.**

[Register here for one of our Admission Events](#)

Application Deadlines

- Kindergarten: **December 15**
- Lower School (Grades 1-5): **December 15**
- Middle School (Grades 6-7): **January 25**

Notifications

Kindergarten: First-round admissions notifications will be sent electronically at **4 p.m. on Friday, February 23.** Admission decisions will continue on a rolling basis after this date as space permits

Grades 1-5: Initial decisions are made in February and continue on a rolling basis as space permits.

Grades 6-7: Initial decisions are made in March and continue on a rolling basis as space permits.

CONTACT THE ADMISSIONS TEAM

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Thank you for your interest in St. Michael's Episcopal School. We look forward to getting to know your family!

St. Michael's Episcopal School does not discriminate on the basis of race, color, religion, sex, sexual orientation, national origin, age, marital or veteran status, disability, or any other legally protected status.