



SCHOOL MISSION

Saint James School is an independent, nonsectarian, college preparatory school with a student body broadly representative of college-bound students. We are committed to challenging and assisting students in realizing their individual potential and preparing them for lives of responsibility, service, and achievement.

ADMISSIONS POLICIES

The curriculum is designed to best accommodate students of above average to gifted ability. The admissions process is planned with this in mind.

The admissions committee is composed of the head of school, academic dean and principals. Every effort is made to ensure students who are accepted will experience academic success. The Saint James School application process is self-managed, therefore, it is the parents' responsibility to monitor the application process.

All students are required to take admissions tests as prescribed by Saint James School.

In evaluating students for admission, the admissions committee reviews results of the admissions tests, behavioral observations, teacher evaluations, and prior academic records.

Applicants who are accepted by the admissions committee are extended an invitation to join the Saint James student body at the completion of the initial round of evaluations. Students successfully completing the admissions process after the initial round of evaluations will be offered placement as openings occur.

GREETINGS!

from **Saint James School**

Our Admissions Team is eager to meet your family! As a member of the Association of Independent School Admission Professionals (AISAP), we are trained to help guide you through a smooth admissions process.

We encourage you to make an appointment to meet with us, tour our beautiful state-of-the-art facilities, and be a part of the excitement of 21st Century learning! Saint James teachers continuously participate in professional development training, so our students benefit from the most innovative and effective teaching methods.

The strong Elementary curriculum, and the facilities that support them, are designed to meet the needs of students with varying interest and abilities. The students at Leu Elementary have an opportunity to travel outside the classroom for enrichment activities in library, computer, music, art, Spanish, and science lab. Classroom teachers and enrichment teachers develop cross-curriculum material and activities throughout the year.

Outstanding academic and enrichment teachers, a proven curriculum offering a solid foundation along with the integration of technology, an exceptional reading program, unique indoor and outdoor science learning laboratories, well equipped playgrounds, a media center, and our art gallery are some of the many outstanding features found at each elementary grade level.

After you explore all the engaging learning experiences we offer our students, we look forward to receiving your child's admissions application. You may submit your online application by visiting the Admissions page of our website at STJweb.org. If you have any questions, please feel free to contact us. We will gladly help walk you through the process.

As the oldest independent school in Montgomery, we are proud of our rich heritage and look forward to an exciting future. We hope you will visit our campus and experience, first-hand, the impact of engaged learning in today's classroom! We look forward to working with you as you pursue your child's educational opportunities at Saint James School.

Sincerely,

Cathy Pearson
Dean of Admissions
Saint James School
334-273-3000
cpearson@stjweb.org

FIRST THROUGH FIFTH GRADE APPLICANT CHECKLIST

REQUIREMENTS

- First grade applicants must be six years old by September 1 of the year they enter school.

RETURN THESE MATERIALS TO THE ADMISSIONS OFFICE

- Submit the online Application for Admission, which should include:
 - Official birth certificate
 - \$50.00 application fee.
- Applicants applying for first through fifth grade should provide official academic records for the current and previous two school years.
- Have a previous teacher complete the First-Fifth Grade Confidential Teacher Evaluation and return to the school.

TESTING

- Independent admissions tests can be administered through the admissions office weekdays between 8:00 a.m. and 12:00 p.m. We also offer Saturday group test dates three times per year.
- Students applying for first grade will only be required to take the OLSAT (Otis-Lennon School Ability Test).
- Students applying for second through fourth grade will take the OLSAT (Otis-Lennon School Ability Test) and the ISEE (Independent School Entrance Exam).
- Students applying for fifth grade will take the ISEE (Independent School Entrance Exam).
- The Admissions Office must receive the application form and fees before testing can be scheduled. Parents should call the Admissions Office at 334-273-2992 to set up the OLSAT and/or to find out how to register for the ISEE. Please note that a testing fee of \$110 is payable to ISEE at the time of registration.
- If a student is moving to Montgomery and is unable to take the ISEE with us, please note that students may take this test at any of the ISEE test sites. Please refer to the ISEE website to locate a convenient test site for you. The Saint James School code is 011904.

NOTIFICATION

- Parents of students completing the application process during the initial round of evaluations will be notified of the admissions committee's decision in March.

IF YOU HAVE QUESTIONS REGARDING THIS INFORMATION,
PLEASE CONTACT THE SAINT JAMES SCHOOL ADMISSIONS OFFICE AT **334.273.2992**.