



## 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 Middle and High School curriculum, and the facilities that support them, are designed to meet the needs of students with varying interest and abilities. Outstanding teachers, including many with advanced degrees, a college preparatory curriculum, fifteen unique "pre-college" major electives, twenty-one Advanced and Advanced Placement (AP) courses, a 1:1 Macbook/iPad initiative, an Advisory program leading to high academic performance, nationally award winning visual and performing arts programs, and an opportunity to participate in over 45 different sports teams are just some of the many outstanding features found at these levels.

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](http://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](mailto:cpearson@stjweb.org)

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

# SIXTH THROUGH TWELFTH GRADE APPLICANT CHECKLIST

## RETURN THESE MATERIALS TO THE ADMISSIONS OFFICE

- Submit the online Application for Admission, which should include:
  - Official birth certificate
  - Student Response Section
  - \$50.00 application fee
- Applicants applying for Sixth through Eighth grade should provide the following:
  - Official academic records (including attendance) for the current and previous two school years.
  - The most recent standardized test.
- Applicants applying for Ninth through Twelfth grade should provide the following:
  - Official transcript, including the most recent semester completed
    - These transcripts must show credits earned.
    - These transcripts must be sent directly to the Saint James School Admissions Office.
- Have the appropriate teacher(s) complete and return the Middle/High School Mathematics Teacher Evaluation Form and the Middle/High School English Teacher Evaluation Form 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 sixth through twelfth grade will be required to 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 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.

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