



St. Michael Catholic School Admissions FAQ

1. When may I tour the school?
The best time is at our annual Open House each October. Our Principal and Assistant Principals are available to answer questions and our students give school tours. Reservations are not necessary. You may call the school office to arrange a tour at any other time.
2. What are the class sizes?
*PK3: 16 students with a full-time teacher and full-time instructional aide. There is one PK3 class.
PK4: 24 students with a full-time teacher and full-time instructional aide. There are two PK4 classes.
Kindergarten: 25 students with a full-time teacher and full-time instructional aide. There are two Kindergarten classes.
Grades 1-8: Each grade has two classes, with 25 students and a full-time teacher in each.*
3. What are the age requirements for prekindergarten and kindergarten applicants?
PK3 applicants must be three years of age on or before September 1. PK4 applicants must be four years of age on or before September 1. Kindergarten applicants must be five years of age on or before September 1.
4. How early may an application be submitted?
Applications may be submitted as early as September for the following year; however, it is not on a first come, first serve basis. Priority is given first to qualified siblings of current students, children of alums, and parishioners. We do not accept applications earlier than for the upcoming academic year.
5. When is the application deadline?
Typically, mid-December, but please check the website in August to confirm.
6. What if the Teacher Recommendation does not arrive by the application deadline?
This will not hinder your application, but we ask that we receive it by January.
7. What is the best way to submit an application?
Applications may be submitted by mail, in person, email, or fax. If submitted by email or fax, please mail the application fee to the school office; there is no need to also mail the application with the fee.
8. I am not a registered parishioner of St. Michael Church. Should I register with the church before applying?
Parishioners are given priority for qualified PK3-Kindergarten applicants by date of registration in the parish.
9. What is the next step after submitting an application?
*After the required forms, fee, documents, and a current teacher recommendation from the child's school are received, the Admissions Committee begins reviewing applications in January. **Unless additional information is needed, you will hear from us in mid-March when decision letters are mailed.***

10. What if something is missing from my application? Will you confirm receipt of the Teacher Recommendation from my child's school?
If any document is missing from your file, including the Teacher Recommendation, you will be contacted in ample time.
11. Does my child need to be tested?
Typically, we do not test for grades 1-8; however students transferring to St. Michael need to submit their report cards from the last two years, as well as standardized test results. Testing will only be conducted if the school sees a need. PK3-Kindergarten applicants are screened in January/February. A screening appointment will be made in January via phone call from the school office.
12. What are standardized tests?
These are national tests typically administered annually by your child's school.
13. If my child was baptized at St. Michael, will the church send the certificate to the school office?
If you have misplaced your certificate, and your child was baptized at St. Michael, you may request a copy from the church office and it will be submitted it to the school.
14. Do we accept eighth grade applications?
Typically, we do not accept applications for eighth grade. Exceptions are made for applicants moving in from another Catholic School.
15. Are personal Letters of Recommendations needed?
Please do not submit personal letters of recommendations; they are not required or expected.
16. If I am on the waitlist, will I be called during the school year if an opening occurs in the grade my child is applying?
Yes, if before January.
17. My child is not age ready for school, but may he be put on a waitlist now?
No, new waitlists are created each year from the applications received for that particular year.
18. If on the waitlist, what is my number?
We do not have a numbered waitlist.
19. If my child is not accepted, how do I reapply for the next year?
Submit the one page application and write "Reapplying" at the top and resubmit a new Teacher Recommendation Form. There is no additional fee.
20. How is tuition paid?
Tuition is paid in full each June for the upcoming school year by cash, check, or credit card. If you prefer to pay monthly, you may apply for a tuition bank loan through our business office.
21. May my child "shadow"?
We do not allow shadowing, but students who are accepted are welcome to take a tour of the school, as well as attend our orientation.

If you have further questions, please call the school office, 713.621.6847