



Admission Checklist

PRE-ADMISSION

- School Tour** - Schedule with school office, 503-742-8230. Request information packet.
- Complete New Student Application** – Include \$25 application fee
- Current Report Card** – Bring a copy of student’s most recent report card and/or contact information for current teacher or principal.
- PreK – 1st Grade** – Visit with Principal
- 2nd – 8th Graders**
 - Shadow Visit - Attend two days of classes at SJA
 - Bring shadow Emergency Contact Form
 - Bring \$25 shadow fee, includes lunch at SJA
- Admission Approval** – Parents will be notified by phone call, letter or email.

AFTER ADMISSION APPROVAL, SUBMIT THE FOLLOWING FORMS-

- New Student Registration Form** - include \$295/per family non-refundable enrollment fee
- Emergency/Extended Care Form**
- Archdiocese Student Emergency Information Form (C-5)**
- Birth Certificate** – a copy of student’s state-certified birth certificate
- Baptismal Certificate** – a copy of student’s Catholic baptismal certificate, if applicable.
- Immunization Form** – a copy of student’s current immunizations. Immunizations may need to be transferred by parents, to the appropriate Oregon Department of Health form.
- School Records Request** – for transfer students, a signed and completed release that allows the Principal and teachers of SJA to exchange information from the previous school.
- Photo/Video Release**
- Movie Viewing Permission Form**
- Financial Aid** – If requesting financial aid the FACTS Tuition Assistance application (apply with FACTS) must be completed online by the deadline.