

ST. JAMES ADMISSIONS CHECKLIST



To learn more about St. James, call the school office and schedule a tour with Headmaster, Galen Hoffstadt.

Our Application for Admission is available online at www.sjes.org. We accept applications year-round.

PRIMARY SCHOOL

PRE-PRIMARY {2 Years Old by June 1}

- Parent Visit and Tour with Headmaster
- If Mid-Year, Scheduled Scholar Visit (8:00a.m.-11:00a.m.)
- Application and \$50 Fee*
- Primary School Application & Admission Pack
- Copy of Immunization Record
- Signed Contract Submitted and Approved

PRIMARY {3 Years Old by June 1}

- Parent Visit and Tour with Headmaster
- If Mid-Year, Scheduled Scholar Visit (8:00a.m.-11:00a.m.)
- Application and \$50 Fee*
- Primary School Application & Admission Packet
- Copy of Immunization Record
- Signed Contract Submitted and Approved

PRE-KINDERGARTEN {4 Years Old by June 1}

- Parent Visit and Tour with Headmaster
- If Mid-Year, Scheduled Scholar Visit (8:00a.m.-2:00p.m.)
- Application and \$50 Fee*
- Copy of Immunization Record
- Signed Contract Submitted and Approved

LOWER SCHOOL

KINDERGARTEN {5 Years Old by Sep. 1}

- Parent Visit and Tour with Headmaster
- If Mid-Year, Scheduled Scholar Visit (8:00a.m.-3:30p.m.)
- Application and \$50 Fee*
- Gesell Observation
- After School Care Packet (If Applicable)
- Copy of Immunization Record
- Signed Contract Submitted and Approved

FIRST GRADE THROUGH FOURTH GRADE

{Age Appropriate by Sep. 1}

- Parent Visit and Tour with Headmaster
- If Mid-Year, Scheduled Scholar Visit (8:00a.m.-3:30p.m.)
- Application and \$50 Fee*
- After School Care Packet (If Applicable)
- Copy of Immunization Record
- Transcript/Report Cards
- Teacher Evaluation Form Completed by Last Teacher
- Signed Contract Submitted and Approved

MIDDLE SCHOOL

FIFTH GRADE THROUGH EIGHTH GRADE

{Age Appropriate by Sep. 1}

- Parent Visit and Tour with Headmaster
- If Mid-Year, Scheduled Scholar Visit (8:00a.m.-3:30p.m.)
- Application and \$50 Fee*
- After School Care Packet (If Applicable)
- Copy of Immunization Record
- Transcript/Report Cards
- Teacher Evaluation Form Completed by Last Teacher
- Signed Contract Submitted and Approved

Once all documents are turned in to the school office, you will receive a contract from our Business Director. Please be sure to notify the office if you will be applying for Financial Aid before we write up your contract.

* The application fee is non-refundable.



602 S. Carancahua • Corpus Christi, Texas 78401 • 361.883.0835 • www.sjes.org

The St. James Episcopal School mission is to develop each child to his or her fullest potential, spiritually, intellectually, and physically - that each child may grow in grace, enjoy freedom through knowledge, and lead a healthy, productive, and meaningful life.