

# ST. JAMES ADMISSIONS CHECKLIST



To learn more about St. James, call the School Office to schedule a tour with Headmaster, Galen Hoffstadt. Our Application for Admission is available online at [www.sjes.org](http://www.sjes.org). We accept applications year-round.

## **PRE-PRIMARY {2 Years Old-Sept. 1\*}**

- \* May enter as soon as potty-trained.
- Parent Visit and Tour with Headmaster
- Scholar Introduction
- Application and \$50 Fee\*
- Primary School Admission Packet
- Copy of Immunization Record

## **PRIMARY {3 Years Old-Sept. 1\*}**

- \* May enter as soon as potty-trained.
- Parent Visit and Tour with Headmaster
- Scheduled Scholar Visit or Introduction
- Application and \$50 Fee\*
- Copy of Immunization Record

## **PRE-KINDERGARTEN {4 Years Old-Sept. 1}**

- Parent Visit and Tour with Headmaster
- Scheduled Scholar Visit
- \*Pre-School Admissions Questionnaire  
(\*Per Admissions Request)
- Application and \$50 Fee\*
- Copy of Immunization Record

\* The application fee is non-refundable.

## **KINDERGARTEN/FIRST GRADE**

- Parent Visit and Tour with Headmaster
- Application and \$50 Fee\*
- Gesell Observation
- Teacher Evaluation (If Attended Another School)
- Scheduled Scholar Visit (8:00 a.m.- 3:30 a.m.)
- After School Care Packet (If Applicable)
- Copy of Immunization Record

## **SECOND GRADE THROUGH FOURTH GRADE**

- Parent Visit and Tour with Headmaster
- Application and \$50 Fee\*
- Transcript/Report Cards/\*Standardized Testing\*
- Teacher Evaluation Form (Included in Tour Packet)
- Scheduled Scholar Visit (8:00 a.m.-3:30 a.m.)
- After School Care Packet (If Applicable)
- Copy of Immunization Record

\*Entrance Exam if Necessary

## **MIDDLE SCHOOL**

### **FIFTH GRADE THROUGH EIGHTH GRADE**

- Parent Visit and Tour with Headmaster
- Application and \$50 Fee\*
- Transcript/Report Cards/\*Standardized Testing\*
- Teacher Evaluation Form (Included in Tour Packet)
- Scheduled Scholar Visit (8:00 a.m.- 3:30 p.m.)
- After School Care Packet (If Applicable)
- Copy of Immunization Record

\*Entrance Exam-Per Admissions Request

Once all documents are turned in to the School Office, you will be notified of your scholar's acceptance via email or phone call. Once accepted, you will receive a contract from our Business Manager. Please be sure to notify the Office if you will be applying for Financial Aid.



602 S. Carancahua • Corpus Christi, Texas 78401 • 361.883.0835 • [www.sjes.org](http://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.*