



ST. MICHAEL'S ACADEMY

ADMISSIONS REQUIREMENTS

Thank you for your interest in St. Michael's Academy! We commend you for considering the gift of a Catholic education for your child.

Here is an outline of what will be needed to complete the application process. Please note that student(s) must be the appropriate age for grade level **on or before September 1st**. Preschool students must be toilet trained and "pull ups" are not accepted.

The following information is required **for each child**:

1. **New Student Application** – Applications may be completed online by going to smaspringfield.org and clicking on any "Apply" button found on the website. After submitting, you will receive an email acknowledging your application with the additional items needed to complete your application. These items are listed below. There is a \$20 application fee per student payable upon online submission. Please note that submitting an application does not automatically enroll a student.
2. **A Tuition Agreement** will be provided via your online admissions packet or at the time of your appointment. This needs to be returned in paper form with a non-refundable new student tuition deposit of \$300 per child. This amount will be deducted from the annual cost of tuition.
3. Copy of **Birth Certificate** (or Passport, if the child was born outside of the U.S.A.)
4. Copy of **Baptismal Record** (if baptized – not required)
5. Copy of **Health Records** including most recent physical exam AND a full list of administered immunizations.

For students entering grades 1-8, the following information is additionally required:

6. **Academic and Character Reference** from current teacher (one per child). This form will automatically be sent to the person you have indicated on the application.
7. **Record Release Form** (one per child) Please send this completed form directly to St. Michael's Academy so we may request your child's school records.
8. Copy of the student applicant's **last 1-2 report cards**;
9. Copy of the most recent **Individual Education Plan or 504 Plan** (if applicable).

Students entering **grades 3-8** also have the option of scheduling a **Shadow Day** (if application is made during the school year) and an **interview with the principal is required** before acceptance. St. Michael's Academy reserves the right to administer placement tests for math, reading, and writing, at the discretion of the principal. All students applying for kindergarten must be screened before entry and you will be contacted by the main office with an appointment.

Please do not hesitate to contact the Admissions Office at any time with questions via phone (413) 782-5246, ext. 1208 or by email at n.coley@smaspringfield.org. We are here to help!