



## SAINT PHILIP SCHOOL ADMISSIONS OFFICE

Prospective Families,

Thank you again for your interest in Saint Philip School!

It is my pleasure to inform you that our Open Enrollment period for the 2024-25 school year has officially begun. For those who may not already be aware, we have recently completed a major admissions software upgrade which changes our admissions process moving forward. Please read carefully through the entirety of this letter so as not to miss important information.

With this transition, we no longer require a Prospective Student Inquiry Form to be on file. All prospective families can now access the new student application directly from the homepage of our [website](#). From there you will be asked to create an online account where you will have the option to submit your child's application, as well as the supporting documents required for admission. Log back into your account any time to track the progress of your admissions status as these documents are reviewed and processed.

Please note: **ONLY PROSPECTIVE STUDENTS WITH COMPLETED ADMISSIONS FILES** will be considered and, ultimately, invited to move forward in the admissions process. A completed application consists of the successful upload of the documents listed below:

- [New Student Application](#) (all applicants)
- [Parent Questionnaire](#) (all applicants)
- [Teacher Recommendation Form](#) (all applicants coming to SPS from a previous educational institution; this includes daycare.)
- Most Recent Report Card (Grade 1-8 applicants; emailed to [mmartelli@stphilipschool.com](mailto:mmartelli@stphilipschool.com) or mailed to Saint Philip School attn: Admissions)
- Previous Year Report Card (Grade 5-8 applicants; emailed to [mmartelli@stphilipschool.com](mailto:mmartelli@stphilipschool.com) or mailed to Saint Philip School attn: Admissions)
- Heath Forms; signed physical exam and immunization records (all applicants)
- Birth Certificate (all applicants)
- Baptismal Certificate (if applicable)

Due to extremely high interest, we are anticipating more applicants than spots available in many of our classes. Therefore, in order to be considered for our first round of acceptances, the deadline to submit your child's application is before the end of the day on **Wednesday, February 7th**, in anticipation of applicant screenings projected to begin the week of February 12th. After that date, and upon review of the total number of applicants, I will follow up with potential next steps in Admissions, as that process will look slightly different for families depending on the grade level for which you are applying. Any family applying for a grade level that is ultimately waitlisted, please expect a separate email after February 7th with options for moving forward.

*Early Learner Applicants:* To be age eligible for our Little Cardinals, PK and Kindergarten programs, your child must be 3, 4 or 5 years of age by **September 1st**. Age eligibility exceptions may be considered for Little Cardinals applicants ONLY, with a late birthday cutoff date of **November 1st**, if space is still available in the classroom after the first round of acceptances and after the child has successfully completed the admissions process. All early learners must also be fully potty trained by the start of the school year.

It really is a GREAT time to #FlyWithUs and I am genuinely looking forward to learning more about your family and working through the Admissions Process together. If you have any questions at all, please don't hesitate to reach out to me. On behalf of the entire team here at SPS, we sincerely thank you for exploring Saint Philip as an option for your child's education!

**God Bless,**

**MEGHAN J. MARTELLI**

**Director of Admissions & Communications**

**Saint Philip School**

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