



# ST. FRANCIS XAVIER

*A Jesuit Elementary School*

*Preschool - 8th Grade*

Dear Parents,

We are thrilled you are considering St. Francis Xavier Jesuit Parish School for your child. We are a faith community grounded on Jesuit principles of education, cultivating excellence in mind, body and spirit. The ultimate goal is to send forth our children to be "Kids for Others". A strong community of parents, teachers and students support the school. If you have not already visited our campus we encourage you to schedule a tour, by contacting [lisa.appelbe@sfxphx.org](mailto:lisa.appelbe@sfxphx.org).

## Required Materials:

- **Completed Application**
- **Application Fee** - \$50 Application Fee (non-refundable). There is an additional \$75 fee for Kindergarten Gesell Observation.
- **Birth Certificate** (copy accepted)
- Two most **Current Standardized Test Results** (current year and previous year, 2nd - 8th)
- **504 Service Plan or IEP** (if you have one)
- **Essay required** for students entering 6th, 7th and 8th grade. (Essay requirements included in the application.)
- **Sacrament Certificates** (copies accepted, not required for non-Catholic applicants)
- **Records Release Form** - one copy should be used by you to obtain records from your child's current school and one copy of the records release form should be included in your child's application to St. Francis.
- **PRESCHOOL STUDENTS ONLY- If your child has attended school prior to applying to St. Francis, in addition to filling out the regular application, please download and print the Preschool Confidential Teacher Evaluation Form. Once you have done this you should sign that document and give it to your child's current teacher to fill out and return directly to Lisa Appelbe either to the St. Francis address or to [lisa.appelbe@sfxphx.org](mailto:lisa.appelbe@sfxphx.org). This is a required piece of the Preschool application if your child has attended school prior to attending St. Francis.**

For admission into the **Preschool Program's 3 year old class student must be 3 by June 1st.**

Kindergarten applicants must be 5 years old prior to September 1st of the year they will enter Kindergarten and will go through a Gesell Observation as part of the Admissions process. 1st - 8th grade applicants will undergo an in-house educational screening, and the applicant and their parents will meet with our Principal. When a seat opens, the Admissions Office will assign the screening dates and times.

Once an applicant has been evaluated and all application components have been received, the applicant will be in the admissions pool. Preschool acceptance will begin in mid-February. Kindergarten Gesell screenings will begin in mid-January and acceptance will begin in mid-February. Re-enrollment begins in early March for our current students. Once this process is complete we will begin the testing and interview process for 1st - 8th grade. Acceptances for 1 - 8 grade applicants will begin in mid March and will continue throughout the summer.

Please direct any questions regarding the application to Lisa Appelbe at [lisa.appelbe@sfxphx.org](mailto:lisa.appelbe@sfxphx.org). Thank you for your interest in St. Francis Xavier Jesuit Parish School.

Lisa Appelbe  
Admissions Director



## Application Checklist St. Francis Xavier Preschool - 8th Jesuit Parish School

### Applicants for Preschool and Kindergarten

#### Required Documents and Fees:

- Application for Admission - Please complete the application and mail or deliver it to St. Francis Xavier School  
Attention: Lisa Appelbe, Admissions Director.
- Non-Refundable Application Fee - Please enclose a \$50 application fee. There will be an additional \$75 fee for the Kindergarten Gesell testing. If you have current (last 3 months) Gesell test results from another school, the fee will be waived. Please forward results to our school by mail or fax (602) 297-0423. (When the Gesell screening is set, you will be notified of the dates and times.
- Birth Certificate -For Preschool program (3 year old class), student must be 3 years old by June 1st. For Kindergarten, student must be 5 years of age PRIOR TO September 1st of the school year applying for.
- Baptismal Certificate

**~ PRESCHOOL STUDENTS ONLY- If your child has attended school prior to applying to St. Francis, in addition to filling out the regular application, please download and print the Preschool Confidential Teacher Evaluation Form. Once you have done this you should sign that document and give it to your child's current teacher to fill out and return directly to Lisa Appelbe either to the St. Francis address or to [lisa.appelbe@sfxphx.org](mailto:lisa.appelbe@sfxphx.org). This is a required piece of the Preschool application if your child has attended school prior to attending St. Francis.**

### Applicants for Grades 1st - 8th

#### Required Documents and Fees:

- Application for Admission - Please complete the application and mail or deliver it to St. Francis Xavier School.  
Attention: Lisa Appelbe, Admissions Director
- Non-Refundable Application Fee - Please enclose the \$50 application fee.
- Two Most Current Report Cards (Current year and previous year)**
- Two Most Current Standardized Tests (Current Year and previous year)**
- Birth Certificate (copy accepted)**
- 6th, 7th, & 8th Grade Essay -**
- Sacrament Certificates: Baptism, Reconciliation, First Eucharist, Confirmation (copies accepted of these records)**

#### Financial Aid

Information may be found on our website under the admissions tab at [school.sfxphx.org](http://school.sfxphx.org).

*Special Note: The student (parent/guardian if minor) grants permission to the school to access personal federal information for the sole purpose of complying with federal requirements for international students.*



Application for Admission  
St. Francis Xavier  
Preschool - 8th Jesuit Parish School

Today's Date \_\_\_\_\_  
 Applying for Grade \_\_\_\_\_  
 PSA Only: 5 days \_\_\_\_ 3 days \_\_\_\_ 2 days \_\_\_\_  
 School Year \_\_\_\_\_

**Applicant Information**

First	Middle	Last	
Preferred Name	Gender	Ethnicity	Date of Birth
Primary Language used at home	Language most often spoken by the student	Language the student first acquired	
Street Address			
City	State	Zip	Telephone

**Current School Information**

Current School	Current Grade	Dates Attended
School's Complete Address		
Head/Principal	School Telephone	School Fax

Please indicate when enrollment would begin:  Now     Start of Semester     Beginning of School Year

Please indicate whether your child has been placed on any of the following:

I.E.P.     504 Service Plan     Student Service Plan; and/or     Has undergone an evaluation either through a public school district or private provider. Attach all appropriate documentation. Please explain \_\_\_\_\_

**Previous Schools Attended** (prior to current school)

School Name	City/State	Dates Attended
School Name	City/State	Dates Attended

**Religious Background**

Religious Affiliation	Denomination	Church/Synagogue where family is registered
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**Sacramental Information**

Baptism	Month	Day	Year	Location
Reconciliation	Month	Day	Year	
Eucharist	Month	Day	Year	

## Parents/Guardians

Title (Mr., Dr., Mrs., Ms.)	Name	Relationship of applicant	
Home Address			
Home Telephone	Cell Phone	Email	
Occupation (Position)	Employer		
Business Address	Business Telephone		
High School	Graduation Date		
College(s)	Degree(s) Earned		

Title (Mr., Dr., Mrs., Ms.)	Name	Relationship of applicant	
Home Address			
Home Telephone	Cell Phone	Email	
Occupation (Position)	Employer		
Business Address	Business Telephone		
High School	Graduation Date		
College(s)	Degree(s) Earned		

Please list the applicant's siblings with age, grade, and school now attending.

Name	Date of Birth	Grade	School or College

Is the applicant a child or grandchild of a St. Francis Xavier alumna/alumnus? \_\_\_\_\_  
If yes, alumna/alumnus name \_\_\_\_\_ Graduation Year \_\_\_\_\_ Relation \_\_\_\_\_

Adult with legal Custody \_\_\_\_\_

Person(s) financially responsible \_\_\_\_\_

Applicant lives with \* \_\_\_\_\_

\*If applicant is living in a multiple household situation, please provide on a separate page the above information for each additional adult in household(s).

Please check all that apply:  Parents married  Parents separated/divorced  Single Parent Household  
 Joint Custody  Father remarried  Mother remarried

We certify that we have provided accurate information in this application. We also agree that all of the information supplied in this application and any documents received in connection with this application become and shall remain the property of St. Francis Xavier School.

Signature of Parent/Legal Guardian \_\_\_\_\_ Date \_\_\_\_\_



Application for Admission  
Part II

**Parents:**

Please explain why you wish to enroll your child at St. Francis Xavier School. Use the space below.

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**For Middle School Admissions (6th, 7th, & 8th) Grade**

The student applicant should respond to the following prompts in a first person, self-reflective, five paragraph essay. You may arrange the ideas in any order, but you should address each prompt. Essay should be hand written.

- Describe yourself as a learner: how do you learn best, what subjects or topics are especially interesting, what makes learning fun?
- What are your strengths and how do you hope to develop these in the future?
- What does it mean to belong to a community both inside and outside of the classroom?
- Tell about a time you made a difference in another's life.
- What is at the center of your life: what gives life meaning?



Records Release Form

To Parent/Guardian

To complete your child's application, please sign the transcript release form below and submit to the administrator in charge at your child's current school. It is your responsibility to check to be sure the school has sent us an official copy of the report cards and standardized test scores.

\_\_\_\_\_  
Name of applicant

I authorize school personnel to speak to St. Francis Xavier School personnel about my child. I further authorize the release of achievement scores, diagnostic reports and report cards to St. Francis Xavier School at 4715 N. Central Ave., Phoenix, AZ 85012 or fax 602-279-0423.

\_\_\_\_\_  
Signature of Parent or Guardian

\_\_\_\_\_  
Date

To the Registrar:

Date: \_\_\_\_\_

Student Name: \_\_\_\_\_ Current Grade \_\_\_\_\_

School Name: \_\_\_\_\_

School Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email of school: \_\_\_\_\_

Please forward as promptly as possible all educational records including the following;

- Report card for the two previous school years
- Two years of standardized test scores
- Special education records: individualized evaluations, psychological records, or any other records pertaining to evaluation and placement .

Upon receipt of this form please mail or fax the records as soon as possible to:

St. Francis Xavier School  
4715 North Central Avenue  
Phoenix, AZ 85012  
Phone: 602-266-5364  
Fax: 602 279-0423  
Attn: Lisa Appelbe