

Santa Fe School for the Arts & Sciences

Middle School

Admissions Process

1. The following items must be received prior to being considered for acceptance to Santa Fe School for the Arts & Sciences.

- X Application for admission form and fee: Please fill out the application and return it along with the non-refundable \$50 application fee (this fee is waived if you are applying for financial aid). Please ensure that the student applicant fills out the Student Application Form.
- X Request for Records and Release of Information: Please forward the Request for Records form to the records office of the student's present school.

2. In addition to the above required documents, an interview and student “shadow” visit are necessary to complete the application process.

3. Once all of the above is complete the enrollment process can begin.

- X Families will be called and acceptances will be mailed at the completion of the application process. Acceptance mid-year is dependent upon availability.
- X The materials & insurance fee is required upon notification of acceptance to hold a space until the date of entry.
- X A meeting with the family will be scheduled at that time to review the parent handbook and complete registration.

4. Waiting Lists

Any student whose application is received after the class has reached maximum enrollment has the opportunity to be placed on a waiting list. Should an opening arise, the parent(s) will be called in the order in which the application was received. If the parent(s) can not be reached, the next name on the list will be called. The student’s name will remain on the waiting list until he or she is enrolled, the parent(s) request that the student's name be removed, or if an opening offered is refused. A student can be placed on the waiting list only after we receive an application along with the non-refundable application fee.

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