



St. Theresa School

21370 St. Theresa Lane
Ashburn, VA 20147
703-729-3577

New Student Application Process Kindergarten - Grade 8

The following documents are required and need to be returned to the school office in order to complete the registration process:

- Diocese of Arlington Application for Admission (online application) (printed by STS)
- \$150 *Non-Refundable Application Fee* per student (check payable to *St. Theresa School*)
- Marketing and Referral Program Form (online form)
- Kindergarten Applicants - completed scholastic form (Kindergarten)**
- First Grade Applicants – completed scholastic form (First)**
- Second-Eighth Grade Applicants – completed scholastic form (Grades 2-8)**
- Copy of original Birth Certificate
- Copy of Baptismal Certificate (Catholics only)
- Copy of Immunizations (most current)
- Copy of custody decree (if applicable)
- Copy of most recent report card including comments and the two previous academic years' report cards*
- Current standardized test scores plus the two previous years*
- Any diagnostic or psychological testing*

***Any applications with missing or incomplete information will be discarded. Any students with missing or incomplete information may be asked to leave at any time during the academic year.**

****Prospective parents will provide the appropriate scholastic form to the prospective students' current school. When the form is complete the teacher should mail it directly to St. Theresa School.****

Applications for admissions will be considered according to the following priority:

1. Parishioners with siblings already enrolled – December 31 - January 11
2. Catholic non-parishioners with siblings already enrolled – December 31 – January 11
3. New Applicants who are parishioners – January 14 – January 25
4. New Applicants who are Catholic non-parishioners – January 28 – February 8
5. Non-Catholics – February 4 – February 15

Space will be considered after each phase as to whether applications in certain grades will continue to be accepted. We will continue to accept applications as long as space is available. A waitlist of 10 per grade is maintained. If your student will be added to the waitlist you will be notified in early March. Acceptance letters are mailed mid-March.

(Continued)

For kindergarten and first grade students only, an evaluation is done as part of the admissions process. Evaluations will be done in February. The admissions process will only proceed when the evaluation is complete.

An interview and/or an academic assessment may be required as part of the admissions process for transfer students in grades 2 through 8. If required, the school office will call to set up a date for the interview and/or assessment.