



# St. Francis High School

Est. 1946

Capuchin Franciscan College Preparatory  
200 Foothill Boulevard ♦ La Cañada Flintridge, CA 91011  
(818) 790-0325 ♦ FAX (818) 790-5542 ♦ www.sfhs.net



## 2019 APPLICATION FOR ADMISSION

Please print or type all information. Leave no areas blank. An incomplete form will be returned to the applicant.

- ♦ A \$75.00 non-refundable application fee must be submitted with this form by Saturday, January 12, 2019. For applications received after the morning of our entrance exam, an additional \$25.00 fee must be included.
- ♦ All documents submitted become the sole property of St. Francis High School. Please do not submit original documents.
- ♦ Faxed documents will not be accepted.
- ♦ St. Francis High School does not issue I-20 Immigration forms.

\_\_\_ I will be taking the entrance exam at St. Francis H.S.      \_\_\_ I will NOT be taking the entrance exam at St. Francis H.S.

School applicant is currently attending is: Public \_\_\_\_\_ Private \_\_\_\_\_ Parochial (Catholic) \_\_\_\_\_

STUDENT resides with: Both Parents (simultaneously) \_\_\_ Mother \_\_\_ Father \_\_\_ Guardian \_\_\_ Other \_\_\_\_\_

**STUDENT'S** Last, First, Middle Name: \_\_\_\_\_

STUDENT'S Residence Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

STUDENT'S Residence Phone: ( ) \_\_\_\_\_ STUDENT'S Date of Birth: \_\_\_\_\_

**STUDENT'S Social Security Number (MANDATORY):** \_\_\_\_\_

**FATHER'S** Last, First Name: (Mr. \_\_\_ Dr. \_\_\_) \_\_\_\_\_

FATHER'S Residence Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

FATHER'S Residence Phone: ( ) \_\_\_\_\_ FATHER'S Cell Phone: ( ) \_\_\_\_\_

FATHER employed by: \_\_\_\_\_ FATHER'S Occupation: \_\_\_\_\_

FATHER'S Employer Phone: ( ) \_\_\_\_\_ FATHER'S E-mail: \_\_\_\_\_

**MOTHER'S** Last, First Name: (Ms. \_\_\_ Miss \_\_\_ Mrs. \_\_\_ Dr. \_\_\_) \_\_\_\_\_

MOTHER'S Residence Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

MOTHER'S Residence Phone: ( ) \_\_\_\_\_ MOTHER'S Cell Phone: ( ) \_\_\_\_\_

MOTHER employed by: \_\_\_\_\_ MOTHER'S Occupation: \_\_\_\_\_

MOTHER'S Employer Phone: ( ) \_\_\_\_\_ MOTHER'S E-mail: \_\_\_\_\_

STUDENT'S RELIGION: \_\_\_\_\_ PARISH: \_\_\_\_\_

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

**PLEASE COMPLETE REVERSE SIDE**  
**THANK YOU FOR YOUR INTEREST IN ST. FRANCIS HIGH SCHOOL.**

Detach at perforation - Return Application - Keep information sheet for your records

Please give your reasons for selecting St. Francis High School for your son:

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If this applicant has a brother attending St. Francis, please list his name and indicate his current grade level: \_\_\_\_\_

Does this applicant have any relatives who have graduated from St. Francis? Please list names, years of graduation and relationship:

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A 20 minute interview with the applicant and his parents/guardians is required for admission to St. Francis High School. Freshman interviews will be conducted by members of our faculty on **Saturday, February 2nd only**. You may indicate a morning or afternoon preference, however, priority is given to applications in the order they are received. You will be notified by mail of the time and location of your interview during the week of January 28th.

<b>EARLY</b>	<b>MID</b>	<b>EARLY</b>	<b>LATE</b>
<b>MORNING</b>	<b>MORNING</b>	<b>AFTERNOON</b>	<b>AFTERNOON</b>
_____ <b>8 AM-10 AM</b>	_____ <b>10 AM-12 NOON</b>	_____ <b>12 NOON-2 PM</b>	_____ <b>2 PM-4 PM</b>

**COMPLETE, SIGN AND DATE THE FORM BELOW.** This form is necessary for St. Francis to obtain your son's records.

We will forward this authorization to the applicant's current school. Please include a complete mailing address, including zip code. All transcript information becomes the property of St. Francis High School and will not be returned or forwarded. Please do not submit original documents. **If applicant attended more than one school in the past 3 years, please duplicate and complete a separate form for each school. Do not fax documents.**



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### Authorization to release records

To: (Applicant's School) \_\_\_\_\_

School Mailing Address \_\_\_\_\_

School City, State, Zip \_\_\_\_\_ School Phone (\_\_\_\_\_) \_\_\_\_\_

Regarding: Student Name (Last, First Middle): \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Social Security Number: \_\_\_\_\_

I hereby authorize the release of academic, attendance, tardiness and disciplinary records and standardized test scores to St. Francis High School

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

School Instructions: Please forward the following to the attention of the Registrar:  
**Applicable Transcripts (three consecutive years)**    6th    7th    8th    (Circle all that apply)  
**Completed Rating Form (enclosed with this release form)**  
**All available Standardized Test Scores**  
**Attendance, Tardiness and Disciplinary Records**

We realize that at the time of this request, only the first semester grades of the current academic year may be available. Please forward final semester grades as soon as possible at the close of the school year. Please **do not send entire CUM files!** Thank you.

## **IMPORTANT INFORMATION – PLEASE READ CAREFULLY AND KEEP FOR YOUR RECORDS**

In accordance with State Bylaw Article 2, §222, St. Francis High School has an open enrollment policy. St. Francis High School does not discriminate against any applicant because of race, religion, or national origin in conformity with Christian charity and the Civil Rights Act of 1964. It admits students of any race, color, racial or ethnic origin to all the rights, privileges, programs and activities generally accorded or made available for all students at the school. The School does not discriminate on the basis of race, color, racial or ethnic origin in the admission of its educational policies, scholarships and loan programs, or other school programs. St. Francis High School seeks to admit students who wish to excel academically, socially, and spiritually.

It is in keeping with the school's high academic and moral standards that we ask students to complete the requirements upon seeking admission to the school. The specialized nature of the academic program (college preparatory) at St. Francis makes it impossible to accept every candidate for admission. Experience has shown the best criteria for the selection of students to consist in a COMBINATION of the following listed below.

St. Francis High School offers a challenging college preparatory curriculum and has high expectations regarding the character of its students. Our experience has shown the best criteria for the selection of students to consist of a combination of the following: standardized test scores (including the entrance examination); transcript (including behavior and attendance records); confidential teacher recommendations; and a family interview.

In general, to be admitted, students should have satisfactory academic grades, a good record of conduct and effort, grade-level standardized test scores, and positive teacher/school recommendations.

St. Francis High School offers only one test date: January 12, 2019. The test begins at 8:30 am and will end approximately at noon. There is an essay portion to this test that may not be required at other sites.

### **Admissions process: (Family Responsibility)**

- Submit a completed application and application fee (\$75) no later than January 12, 2019;
- If an application is accepted after January 12th, it is subject to a \$25 late fee;
- Take an entrance examination (STS/HSPT). If a student does not take the exam at St. Francis, it is the family's responsibility to have the results forwarded by the testing site to St. Francis as soon as possible after the examination;
- If Catholic, have the Pastor Recommendation Form sent to the Office of the Registrar;
- Complete an interview (the student and at least one parent) on February 2, 2019;
- Letters of recommendation are not necessary nor do we provide forms, but a maximum of three may be submitted.

### **Admissions Process: (St. Francis Responsibility)**

- We will request official transcripts from the student's current school after the entrance examination;
- We will forward confidential rating forms (for recommendation) to the student's current school;
- We will confirm the student's appointment time and location for an interview by mail during the week of January 28th.
- We will send notification of admission on March 1, 2019, provided all the requested information is received in a timely fashion.

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## *Open House*

**Saturday, January 5, 2019**

**11:00 a.m. to 2:00 p.m.**

Please tour our campus, see displays featuring various clubs and athletic teams, and meet some of our students and staff. In addition, we will be offering “mini-workshops” for groups of parents and students. These presentations will help communicate what life at St. Francis is all about. School personnel will be available to discuss admission procedures, specifics of curriculum, and extra curricular opportunities in athletics and fine arts. We hope that you will be able to attend. Please contact us if you have any questions or concerns.

Admissions Information

Athletics

Workshops

Campus Tours

Franciscan Influence

Parental Involvement

Department Demonstrations

## *Freshman Entrance Examination*

**Saturday, January 12, 2019**

**8:30 a.m.**

Scholastic Testing Service's  
High School Placement Test  
(HSPT)

This test is one of the factors used in  
evaluating a  
student for admission

## *Freshman Admission Interviews*

**Saturday, February 2, 2019**

**8:00 a.m. to 4:00 p.m.**

You will be notified by  
Email of the time and  
location of your  
interview the week of January 28th.

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*A Catholic Tradition of Enriching the Mind and Heart*