

## Enrollment Procedures

We are honored and excited that your family is considering enrollment with our school. To ensure that you know what to expect each step of the way, please review and save this enrollment guide. Do not hesitate to contact us with any questions you have along the way.

Step	Task	Additional Information
1	Inquiry Form	Complete the inquiry form linked to our school website at <a href="https://www.sseschool.org/get-started">https://www.sseschool.org/get-started</a>
2	Tour	Set up a tour of our campus and speak with a school representative to obtain information about curriculum, daily schedule, procedures and policies, tuition/fees, and programs. Come prepared with your questions.
3	Application and Application Fee	<p>Submit a new student application found on our enrollment management platform, Blackbaud:</p> <p><a href="https://sseschool.myschoolapp.com/app/#login">https://sseschool.myschoolapp.com/app/#login</a></p> <p>You will be provided with a unique username. Upon your first visit to Blackbaud, using the above url, click “First Time Logging In” to set your unique password.</p> <p>There is a one-time non-refundable application fee of \$90 for all NEW students due with the application form in order to reserve a spot for the upcoming year.</p> <p>This step confirms commitment to continuing the enrollment process. Acceptance is not final until the Admission Team has reviewed new student orientation/assessment results, and all previous records, and approved placement into St. Stephen’s Episcopal School.</p>
4	Student Records	Submit your child’s academic records from previous school(s) from the past two years. Academic records can be delivered to SSES, faxed or mailed to SSES by the previous school(s), or emailed to your enrollment specialist. Please note that some public school districts will initiate the

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4	Student Records	<p>withdrawal process if an official records request is made.</p> <p>If applicable, submit disciplinary records, Evaluation Reports (ER), Re-evaluation Reports (RR), IEPs (Individualized Educational Plan), or 504 plans.</p> <p>Submit your student's updated medical and health records. Immunization records must show required inoculations as mandated by the Commonwealth of Pennsylvania and must be received before the first day of school. This should include a physical form for all students and dental records for K-8. The physician's name, office name and address, and date are required on all forms. In addition, please explain any medical condition or chronic disease which will require medication and/or restriction of activity during the school day.</p>	
5	New Student Orientation and Testing	<p>For students enrolling for the upcoming academic year, potential preschool and prekindergarten students will attend an orientation session with the classroom teacher and peers.</p> <p>Potential kindergarten and first grade students will engage in a two-hour summer orientation session which will include one-on-one reading and math readiness assessments, whole and small group activities, a short outside playtime, and a snack. Three sessions will be held during June and July. Every potential kindergarten and first grade student must attend one session.</p> <p>Potential second through eighth grade students will attend a one-on-one or small group new student testing session. A math and reading assessment will be administered to gauge current levels. Students will also be required to generate a grade-appropriate writing piece.</p> <p>If the school year has already commenced, the prospective student will participate in a shadow day. PS and PK students will spend a minimum of one half day participating in the current class schedule. Students in kindergarten through grade eight will spend the full day participating in the current class schedule.</p>	

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6	Placement	Within a few days of orientation/assessment, the Admissions Team will meet to discuss results and observations, and will determine the recommended placement. You will receive a phone call from an enrollment specialist with this recommendation.	
7	Registration Fee	Upon acceptance of recommended placement, please submit the \$90 non-refundable registration fee.	
8	Information and Tuition Management Set-Up	During the summer, all families will receive an informational packet that will include a fee schedule, forms, school calendar, letter from the classroom teacher, supply list, and student handbook. The packet will also include a brochure with instructions on how to enroll in Tuition Management. There is a yearly \$45 enrollment fee. Once your student is enrolled, the school will add tuition information and activate the account.	
9	Get Ready! Get Set! Go!	Take this time to read through the student handbook, contact your teacher to introduce yourself, purchase necessary school supplies, pick out a first day of school outfit, and get excited to attend St. Stephen's Episcopal School. We are thrilled to welcome you to our amazing school community!	

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