



# HOW TO APPLY ELEMENTARY SCHOOL (K-6)

## STEP 1: VISIT ST. GEORGE'S

At St. George's we understand that one of the most important steps in the application process is to visit the school with your family. The best way to experience our vibrant learning community firsthand is to join us for Open House at the Elementary School where you will have the chance to take a tour, meet staff and faculty who will be on hand to answer your questions, and most importantly, discover what goes into developing the confident, fascinating, multifaceted person within every child.

### OPEN HOUSE

Elementary School  
3685 the Boulevard  
Westmount, QC H3Y 1S9

Saturday, October 20, 2018  
12:00-3:00 p.m.

Wednesday, October 24, 2018  
8:30-11:00 a.m.

## STEP 2: APPLY ONLINE

Applications to St. George's are made through our online application process. In order to access the application you must first set up your family profile by clicking on CREATE A PROFILE.

Once your profile has been created you will be able to complete the application form. You will be able to submit the supporting documentation by uploading them directly to your profile. We recommend that you check your profile regularly for updates and notifications.

### Kindergarten Application Deadline

Monday, October 29, 2018

### Grades 1-6 Application Deadline

Monday, January 28, 2019

### The following documents must accompany an application:

- 1 - the Confidential School Report Form (Kindergarten-Grade 2 **OR** Grade 3-11) to be submitted by your child's current teacher by email directly to the Enrolment Office at St. George's.
- 2 - an authenticated copy or true copy (but not photocopy) of your child's birth certificate which must include full names of both parents (this must be in either English or French). If a translated document is submitted, a copy of the original document must be provided as well;
- 3 - a copy of your child's most recent report card **AND** a copy of your child's final report card for the past two academic years;
- 4 - a recent wallet-sized photograph of your child with his/her name and the grade to which he/she is applying written on the back. Please note this photo will not be returned;
- 5 - If your child has access to an eligibility certificate, please upload a copy of their *Déclaration d'admissibilité à l'enseignement en Anglais* (English eligibility certificate) issued by the Ministry of Education;
- 6 - if applicable, a copy of your child's educational assessments; and
- 7 - a cheque, payable to St. George's School of Montreal, cash, or online payment (via your family's profile) in the amount of \$50.00 representing a non-refundable application fee.

## STEP 3: FAMILY INTERVIEW

Family interviews will be scheduled following the receipt of your family's completed applications. Email notifications will be sent to the email address(es) provided in your profile.

### Kindergarten

The family interviews typically take place in November.

### Grades 1-6

Assessments will be included as part of the Family Interview and will take place in late winter/early spring.

## STEP 4: ASSESSMENT/CLASSROOM VISIT

Following the family interview, students will be invited to spend some time in a St. George's classroom. St. George's will notify you using the email and/or phone number provided in your profile.

### Kindergarten

The Readiness visits take place in late November/early December. Families will be given a list of dates to choose from during the Family Interview.

### Grades 1-6

Classroom visits are individually scheduled by appointment during the Family Interview.

## STEP 5: DECISION

Once the Admissions process is complete (Step 1-4), families will be notified of the Admissions Committee's recommendations.

### Kindergarten

Early December

### Grades 1-6

Beginning March 15, 2019

## LATE APPLICATIONS

Please note that applications are accepted year-round and are considered on a rolling basis depending upon grade-specific availability. Students will be required to complete steps 1-4, and families will be notified of the Admissions Committee's decision two weeks after the classroom visit.