



Elementary Admissions

For Kindergarten through 6th Grade

To apply for admission to our Elementary Program, for students entering Kindergarten through 6th Grade, please complete the following:

Application for Admission

Please complete and sign the Application for Admission, attach a recent photo of your child, and submit by email to admissions@santafeschool.org, by fax to 505-438-0080, or by mail to 5912 Jaguar Drive, Santa Fe, NM 87507. There is no deadline for applications for the Elementary grades.

Non-Refundable Application Fee: \$50

Please submit the non-refundable Application Fee of \$50. This fee is waived if you indicate on your application that you are applying for financial aid. Make check payable to Arts & Sciences. Payment may also be made online at our website: www.santafeschool.org.

Request for Records Form

Please fill out and sign the top portion, then forward the Request for Records Form to the records office of your child's current school. Do not return this form to Santa Fe School for the Arts & Sciences. Your child's current school will send your child's records directly to us.

Student Information Form

Please fill out and sign the top portion, then forward the Student Information Form to your child's current or most recent teacher. Do not return this form to Santa Fe School for the Arts & Sciences. Your child's current teacher will return the form directly to us.

Admissions Process

Once your application materials have been received, your child's name will be added to our waitlist, and we will send you a letter of confirmation by mail. When there is an opening in the class that your child is applying for, we will call you and you will have the option at that time to pursue the admissions process to complete your application, which includes: providing updated application materials, scheduling a parent/guardian interview, and scheduling a time for you and your child to visit our classroom(s). If there is not an opening for the school year that you have applied for, you will have the option of remaining on our waitlist for the following school year.

School Tours

You are welcome at any time to join one of our bi-monthly school tours to become more familiar with our program and visit our classrooms. Contact our office for upcoming dates.

Financial Aid

Information about our Financial Aid Program and the Financial Aid Application can be downloaded from our website or requested from our office.

Questions

If you have questions at any time about the admissions process, please contact Satara Bixby, Director of Advancement and Admissions at admissions@santafeschool.org or 505-438-8585.



*Please attach a recent
photo of the applicant
here*

Application for Admission

For Elementary School - Kindergarten through 6th Grade

APPLICANT INFORMATION

Applicant's Full Name		Date of Application
Date of Birth	Place of Birth	Gender
Proposed Entry Date	Entry Grade Level	

PARENT/GUARDIAN INFORMATION

Parent/Guardian Name		Email Address	
Preferred Contact Phone Number		Alternate Phone Number	
Address	City	State	Zip
Occupation	Employer		
Work Address	City	State	Zip
Parent/Guardian Name		Email Address	
Preferred Contact Phone Number		Alternate Phone Number	
Address (if different)	City	State	Zip
Occupation	Employer		
Work Address	City	State	Zip

SCHOOL INFORMATION

Most Recent School	Grade(s) Attended	School Phone Number
Previous School (if applicable)	Grade(s) Attended	
Previous School (if applicable)	Grade(s) Attended	

Please provide contact information for two of the applicant’s most recent teachers:

Name	Email Address	Phone Number
Name	Email Address	Phone Number

FAMILY INFORMATION

Please describe the applicant's living arrangement:

- One household with one or both parents/guardians
- Shared time between more than one household. Please describe:

If applicant is adopted, age at adoption: _____ Does applicant know about adoption? Yes No

Names and ages of other children in the family

Language(s) spoken at home	Other languages spoken by applicant
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Please answer the following questions as completely as possible, attaching additional sheets if needed.

What are three words that come to mind when describing your child?

What are your child's academic strengths and weaknesses?

What are your child's special strengths, abilities, interests?

What extracurricular activities and/or sports does your child enjoy?

Does your child play a musical instrument or sing in a chorus?

Does your child have any learning differences or learning disabilities? If yes, please describe.

Has your child been assessed as gifted? If yes, please provide details.

Does your child have an IEP or 504 plan with the public school system? If yes, please describe and provide a copy of the report.

Does your child currently receive any speech, occupational, physical or psychological counseling? If yes, please describe.

Has any other outside support been recommended for your child? If yes, please describe.

Did/does the child receive recommended outside support? If yes, please describe.

Is there anything else that would be helpful for us to know about your child or your family?

How did you hear about our school?

Are you planning on applying for financial aid? Yes No

Parent/Guardian Signature Date

Parent/Guardian Signature Date

Information on this form will be kept confidential by Santa Fe School for the Arts & Sciences, unless the parents/guardians request that the school share this information with other persons or organizations.

Santa Fe School for the Arts & Sciences does not discriminate on the basis of race, color, gender, national or ethnic origin, language(s) spoken, sexual orientation or disability in administration of its educational policies, admissions policies, financial aid programs or other school administered programs. Santa Fe School for the Arts & Sciences is a 501(c)3 not-for-profit organization.



Request for Records

To be completed by parent/guardian and forwarded to applicant's current or most recent school attended. Do NOT return this form to SFSAS with your application. Your current school will forward the applicant's records directly to SFSAS.

I, _____, hereby authorize the release of information and records
Parent/guardian name

for _____ from _____ to Santa Fe
Student Name School Name

School for the Arts & Sciences.

Parent/Guardian Name

Parent/Guardian signature

Date

Dear Registrar/Records Office:

The above student has applied for admission to Santa Fe School for the Arts & Sciences. Please provide the following:

- Complete transcript including current year to date
- Test scores and progress reports
- Vaccination and health records

Please send via email to admissions@santafeschool.org, fax to 505-438-0080, or mail to:

Santa Fe School for the Arts & Sciences

Admissions

5912 Jaguar Drive

Santa Fe, NM 87507

(505) 438-8585

Thank you for your prompt attention to this request.

In accordance with the Family Education Rights and Privacy Act of 1974, this form will authorize the school named above to release all records. This includes transcripts, immunization history, and psychological, social, educational or developmental information regarding the above named student.



Student Information Form

Confidential Student Information Form

For Applicants entering Preschool, Pre-Kindergarten, Kindergarten or 1st Grade

To the Parent/Guardian: Please complete the top portion of this form and give it directly to your child's current or most recent teacher. Your child's teacher will return the completed form directly to Santa Fe School for the Arts & Sciences.

Student Name	Date of Birth	Entry Grade Level
Parent/Guardian Signature	Date	

To the Teacher: Thank you for completing this form for your student; it is an important part of the application and will assist us greatly. We appreciate your candor. Please submit the completed form directly to Santa Fe School for the Arts & Sciences, by email to admissions@santafeschool.org, fax to 505-438-0080, or mail to 5912 Jaguar Drive, Santa Fe, NM 87507.

Parents/guardians will not have access to this confidential information.

Teacher's Name _____ Position _____ Date _____

Teacher's Signature _____ School _____

How long have you known the student? _____ Date of entry into your program _____

Length of school day _____ Number of days per week _____

Occasionally, we like to discuss an applicant with the teacher during the admissions process. What is the best way to contact you?

Phone _____ Email _____

Please check here if you would like us to contact you to discuss this applicant. _____

The following rating scale should relate the child's performance to the range of developmentally appropriate behaviors that occur during Preschool, Pre-Kindergarten and Kindergarten years. Please check the box that you feel most accurately describes the student's development in each area.

	Area of Strength	Satisfactory	More Time Needed	Area of Concern
Interactions with peers				
Interactions with adults				
Oral Expression				
Cooperation				
Self-Direction				
Asks for help when needed				
Listening skills				
Follows directions				
Creativity				
Curiosity				
Concentration				
Fine motor development				
Gross motor development				
Ability to handle transitions				
Ability to handle setbacks				

Please check the items that describe this child:

- Aggressive
 Assertive
 Cooperative
 Impulsive
 Reserved but friendly
 Agreeable
 Confident
 Demanding
 Noticeably shy
 Outgoing
 Other (please describe) _____

Please check the skills that the child has demonstrated:

- Knows all numbers 1-10
 Knows all uppercase letters
 Knows all lowercase letters
 Knows some numbers 1-10
 Knows some uppercase letters
 Knows some lowercase letters
 Gross motor coordination: running
 skipping
 jumping
 kicking/throwing a ball
 Fine motor coordination: cutting
 drawing
 block building
 handling of manipulatives

Please comment on the following:

1. In your opinion, what are the student's greatest strengths, and what are the student's greatest challenges/needs?
2. In what ways has the student's family supported the school, student and the teacher(s)?
3. Has outside support been recommended for this child? Has this child received outside support? Please explain.
4. Please include any information you feel will be useful in knowing the student better.