



APPLICATION PROCEDURES



Applications for all new students will be accepted beginning in February during New Family Application Day. After New Family Application Day, applications may be brought to the school office.

All applications must be submitted and application files completed by August 10 for students to be considered to begin the new school year on the first day. International students, seeking an I-20 Visa, must submit a complete application by June 30 to be considered to begin the new school year on the first day. Any applications submitted after these dates will be processed and students may be accepted to begin school after the first day of the new school year. The first day of school is typically the last Monday in August each year.

The Application for Admissions details all documents needed to meet application requirements.

For students in grades 1-8 a “Request for Information” sheet must be sent to your child’s current school, signed by the principal and teacher and returned to Holy Spirit School in order to complete the application. **Registrations are not reviewed until complete.**

Notification of the status of applications will be made beginning in March. Priority of acceptance is as follows: current Holy Spirit siblings, Holy Spirit parishioners, Catholics who are members of parishes without schools, other Catholics, non-Catholics, and International students.

Upon acceptance to Holy Spirit School, the “Commonwealth of Virginia School Entrance Health Form” must be sent to the school office no later than August 1st. Failure to do so may delay entrance into Holy Spirit School. At the conclusion of the current school year, all school records, including grades, testing, original health records, must be forwarded to Holy Spirit School via a “Release of Student Records” form submitted to the current school.

International Students interested in Holy Spirit School, please read the information provided under the International Students link under the *Admissions* tab.

For information regarding financial aid, please visit the Tuition Assistance page.

Children who will have reached the age of four years by September 30th may be admitted to the pre-kindergarten program.

Children who will have reached the age of five years by September 30th may be admitted to the kindergarten program.

As part of the admissions process, kindergarten students who have been accepted must participate in a kindergarten screening, which will take place in the spring. Parents will be notified of the specific date and time of the screening. If any significant concerns arise, a parent conference will be scheduled.

An interview and/or academic assessment may be required as part of the admissions process for transfer students in grades 1 through 8.