



Schaeffer Academy Application Checklist and Process - How to Apply

Schaeffer Academy encourages families to begin the application process as soon as possible. We make the application as simple as possible using our Online Application. Online Application simplifies submission and provides parents a tool for tracking online the status of their admission after their application has been submitted.

Step 1: Complete [Online Application](#) for Enrollment

Applications are accepted for the current, upcoming and following school year (two years in advance of the enrollment year). In Minnesota, students seeking admission to kindergarten must be **5 years old by September 1** of the academic year of enrollment.

Step 2: Upload Required Application Documents and Materials (All Student Applicants):

- A certified copy of the student's official **birth certificate**
- A copy of the current **immunization history**. Students must have all required immunizations before they can start school. See [Minnesota Immunization Requirements](#)
 - *Note: Parents must provide Schaeffer Academy with an update of the student's immunization record if additional immunizations are completed before the start of school.*
- A copy of any IEP, accommodation plans, special testing and evaluations, special health information, etc., if applicable
- A completed and signed [SA Records Request Form](#) for the student's most recent school(s) for the last two years, and if applicable, year-to-date.
- A copy of the most recent or court order addressing **custody agreement**, access to the student, and parent rights to school information and decision making regarding the education of the child.

Grade 1-12 Applicants:

Schaeffer Academy will request copies of the following applicable records for the past two years from the student's school(s).

- Report cards (two complete academic years and current year-to-date, if mid-year)
- High school transcript (grades 9-12)
- National standardized test scores
- All special evaluation and screening forms (IEP, accommodation plans, special testing, health information, etc.) if applicable
- Attendance and behavioral records

Homeschool Applicants:

Parents must provide the following information and records for the past two years (and year-to-date, if a mid-year):

- Curriculum list (publisher and material used for two complete academic years and current year-to-date, if mid-year transfer)
- Scope and sequence general summary of material covered in all subjects for each year
- National standardized test scores
- Work samples in writing and math
- Titles of books read
- All special evaluation and screening forms (IEP, accommodation plans, special testing, health information, etc.) if applicable

Step 3: Submit Application and Application Fee

The student's online enrollment application and fee enable the work necessary to determine whether a student is a good fit for Schaeffer Academy. Only completed applications with the required application fee and required documentation will be processed for enrollment and are eligible to apply for **tuition assistance** through the **FACTS Grant & Aid Program**. Parents that wish to apply will be provided the program information and link once the completed Online Application is submitted with documentation.

Step 4: Student Placement Testing

All new students will be evaluated including kindergartners. The Registrar will schedule placement testing for student in grades 1-12 once all of the required application materials and school records have been submitted. Grade 1-12 student's academic records from prior schools and Schaeffer Academy's Student Placement Test will be used to determine grade placement.

Kindergarten Applicants:

In Minnesota, kindergarten students need to complete an **Early Childhood Development Screening** available free through the school district where parents reside. If you reside in the Rochester Public School District contact the Student Services Office at (507) 328-4200 to schedule if you have not already done so and let the Schaeffer Academy Registrar know the date.

Relocation: Parents relocating to the area can schedule the screening once they have a residence address for a date when parent and child will be physically here.

Step 4: Family Interview

When the entire application process including Student Placement Testing is completed, the student and parents will be scheduled for an interview with the Headmaster.

Step 5: Admissions Review and Placement

Parents will be notified of their student's acceptance status and placement:

- **February 28 (or last school day in February) IF** entire application process is completed during the Regular Admission Period by the preceding **January 15**
- **After March 15:** Rolling decision. Decisions about new applications are made at the end of the month subject to available openings

Wait Pool Practices:

Parents must complete Online Application in order to be placed in the waiting pool if a class is full.

- The application fee is non-refundable and non-transferable
- Students applicants in the waiting pool will remain until placed and parents do not need to complete a new application each year (unless they've withdrawn from the class waiting pool)
- Schaeffer Academy will contact parents when the student can be placed
- Placement can occur at any time and may be offered during the school year if an opening becomes available. The application information and required admission documentation will be updated as needed when placed.
- Parents should immediately notify the school in writing if they wish to withdraw their student's enrollment application from the waiting pool. This is a kind act of consideration, for not only the school, but also other families waiting to be placed.
- Parents have 24 hours to accept or reject a class placement offer. If parents do not accept placement when offered or withdraw a student from the waiting list, a new application and application fee is required to re-apply.

Step 6: Acceptance and Online Enrollment

Students who are accepted will be provided a link in **FACTS Family Online (parent portal)** and instructions to create an account to complete the Online Enrollment registration process and pay the tuition deposit (10% of the annual tuition). Once Online Enrollment is complete and the tuition deposit paid, parents will receive notification that the student is officially enrolled.