



# ADMISSIONS

## Application Process

### STEP 1: SUBMIT YOUR APPLICATION

### STEP 2: SUBMIT YOUR RECORDS

Please complete the Record Release Form and forward it to your child's current school. The following items must be submitted to SJA before the student interviews with the Principal and their application is considered for admissions.

1. A copy of the student's official transcript containing academic performance
2. Standardized test results for the last two (2) years available
3. Official discipline records (if applicable)
4. Child study team evaluations (if applicable)

Records can be emailed to [Admissions@StJoseph.Academy](mailto:Admissions@StJoseph.Academy). Please include the student's name in the subject line. Documents may also be mailed to St. Joseph Academy, Attention: Admissions Office, 328 Vine Street, Hammonton, NJ 08037.

### STEP 3: REGISTER FOR PLACEMENT & SCHOLARSHIP EXAM

All freshmen students are required to complete the SJA placement examination. The results of this examination do not determine a student's admission eligibility. Those who achieve an outstanding performance on the placement exam will be considered for scholarships.

To schedule an exam, please email Blake Rosario at [brosonaro@stjoseph.academy](mailto:brosonaro@stjoseph.academy).

### STEP 4: INTERVIEW WITH OUR PRINCIPAL

Following submission of your application and school records, students will be contacted to schedule an interview with our Principal. Interviews are required for all new students.

This is an important opportunity for us to learn more about your child's interests and goals.

### STEP 5: SETTING UP YOUR ACCOUNT

Following the interview with our Principal, we ask that families meet with our Business Manager to set up your account, discuss the tuition payment process and answer any questions you may have.