Application Process
Kindergarten – 2nd Grade

Thank you for your interest in applying to St. Andrew’s. Before you begin the online application process, carefully review the application details and important deadlines. Please note that the application process varies depending on grade level.

Application Deadline
Priority is given to completed applications received on or before February 1, 2020. Unfortunately, we cannot guarantee that openings will be available after the initial round of admissions; therefore, we highly encourage parents to apply by the deadline. After the deadline, applications are accepted on a rolling basis, if space is available.

Application Process
A completed application to Kindergarten through 2nd grade consists of the following items:

1. Online Application Form
2. Teacher Recommendation Form
3. Academic records/transcripts (applicable for 1st and 2nd grade only)
4. Parent Interview
5. Applicant Classroom Visit

Although not required, parents are encouraged to tour the school and/or to attend an admissions event. Please see “Visit St. Andrew’s” on our website, or contact the Admissions Office, to set-up an appointment.

1. The Online Application
To apply, click on the yellow “Apply Online Here” button on the Admissions webpage. You will be asked to create a personal account with mySAS, our admissions portal. If you are a current parent, please log in to your existing mySAS account and click the “Apply” button on the “Resources” tab. You can track your application status by logging in to your account and reviewing the online checklist. A $100.00 application fee is required with the submission of an application. St. Andrew’s provides fee waivers for families that qualify for tuition assistance. Please contact Priscilla Lund, at plund@sasaustin.org, or 512-299-9802, to inquire about a fee waiver.

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2. Teacher Recommendation Form
The teacher recommendation form is available through the online checklist. Please log in to mySAS and click on your student’s name (or hover over “children” if you have multiple students applying). In the “Teacher Recommendation” tab, click on the “Start” button and follow the instructions. We request that your child’s current teacher completes the form. The teacher will submit the completed form directly to St. Andrew’s.

3. Academic Records/Transcript
Parents can either upload academic records directly to the mySAS portal or use the Transcript Release Form to have the records sent directly to the school. To upload records directly to the mySAS portal, click on the highlighted “Academic Records/Transcript” link from the online checklist and follow the instructions. Alternatively, you may utilize the Transcript Release Form and request that your child’s school send the records directly to St. Andrew’s. We recommend that you upload or request transcripts in January, 2020 after the first grading period. All school records are due February 1, 2020. (This step does not apply to kindergarten applicants.)

4. The Parent Interview
Parents of Kindergarten through 2nd grade applicants are required to visit with a member of the Admissions Committee. To schedule your interview, please use the link in the “Parent Interview” tab of the online checklist.

5. Applicant Classroom Visit
During student visits, we seek to learn more about your child’s personality, learning style, and school readiness. Teacher will assess literacy and numeracy, social and emotional skills, fine and gross motor skills, and group interaction. In January, the Admissions Office will notify you of your child’s assigned visit day from the following dates:

**Kinder & 1st Grade**
- Saturday, January 25
- Saturday, February 8

**2nd Grade**
- TBA (January/February)
- TBA (January/February)

Admission Decisions
Guided by our commitment to the School’s mission, an Admissions Committee of teachers and administrators reviews the applicant and application materials. Admission decisions are based on a combination of criteria including evaluation of the applicant's visit, academic records/transcripts, assessment information, teacher recommendations, and balance within a grade level. Admission decisions will be announced through our online portal at 4:00pm on March 6, 2020.