



# ST PHILIP SCHOOL OF SAN FRANCISCO

FAITH • ACADEMICS • COMMUNITY • ENRICHMENT

## Application Process & Key Dates Grades 1-8 (2024-2025)

- 1) Submit your application online via FACTS. The link is available [here](#) and on our website. After creating your account, you can check the status of your application(s) and review requirements and other information. If you wish to submit a paper application, please contact the school office (415 824 8467) to make arrangements.
- 2) Completed Application Packets must include:
  - a. Completed application details
  - b. Copy of Birth Certificate
  - c. Copy of Baptismal Certificate (if applicable)
  - d. Report card for previous 2 years (Grades 2-8)
  - e. Report card for previous year (Grade 1)
  - f. \$100 non-refundable application fee
  - g. Applying for Grades 1-8 for the 2024-2025 school year is an ongoing process; the last date applications will be accepted is **Friday, February 9, 2024**.
- 3) Arrangements for shadow days can be made by contacting the school office (415-824-8467). Shadow days are applicable to incoming 3rd through 8th grade students only.
- 4) An assessment will be given by the school; arrangements to complete this can be made by calling the school office (415 824 8467).
- 5) You will receive the enrollment packet when you are notified of your child's acceptance. This must be submitted within 2 weeks of acceptance to hold placement. The enrollment process requires you to complete the forms and include the non-refundable Enrollment Fee of \$550.