



**STATEN ISLAND ACADEMY**  
715 Todt Hill Road, Staten Island, NY 10304  
718.303.7803 Fax 866.624.0203  
www.statenislandacademy.org

## Application Checklist

**To complete the application process, please use the checklist below.**

- Send the completed application and \$50 application fee to the Admissions Office along with a copy of your child's most recent report card.
  
- Schedule an appointment for the entrance exam and a school visit/interview.
  
- Send the transcript release form to your child's current school.
  
- Grades Pre-Kindergarten-2:**  
We will mail your child's teacher a recommendation form, which must be completed and returned directly to the Admissions Office.
  
- Grades 3-5:**  
Submit the teacher recommendation form to your child's classroom teacher, which should be completed and mailed back to the Admissions Office in the envelope provided.
  
- Grades 6-12:**  
Submit the teacher recommendation form to your child's Math and English teachers, and ask them to mail it back to the Admissions Office in the envelopes provided.
  
- If you are applying for financial aid, send the Parent's Financial Statement (PFS) to the Student Services for Financial Aid, and send the required documents to the Admissions Office at Staten Island Academy. This must be completed by December 16, 2011.
  
- Candidates who complete the application by January 20, 2012 will be notified of the school's decision in February 2012. Staten Island Academy conforms to the guidelines established by the Independent Schools Admissions Association of Greater New York (ISAAGNY).