



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-Grade 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 6-11:**
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, you must complete an on-line Parent's Financial Statement (PFS) at www.sssbynais.org. The Portal opens the first week of November. The required documents should be uploaded to the Portal but you can submit a hard copy directly to the Admissions Office at Staten Island Academy. This must be completed by **December 31**.