

Saint Joseph Academy Application Checklist

___ **Take the High School Placement Test (HSPT)**. If you have not yet, you can register here: [SJA HSPT](#)

___ **Submit your FACTS application here:** <https://online.factsmgt.com/aid>
(the Saint Joseph FACTS application is due November 17).

___ **Sign the Authorization to Release School Records** and email or bring a physical copy to Mr. Olmstead (molmstead@urbancommunityschool.org):
[Records Release](#)

___ **Before Christmas Break**, ask a Middle School core subject teacher to complete the Letter of Recommendation Form: [Letter of Recommendation](#) (Core subjects are Math, Science, ELA or Social Studies)

___ **Follow up** with the people writing your letters of recommendation to say thank you and be sure that the forms have been completed (it is your responsibility to make sure they are sent).

___ **Complete Application Form and Essays here:** [SJAApplication](#)

___ **Mail or email all documents by 3pm on Friday, January 27, 2024 to:**

The Admission Office Saint Joseph Academy
3470 Rocky River Drive Cleveland, OH 44111 Phone:
216.251.4868 Fax: 216.472.0101
email:dfogarty@sjastudents.org

You can access all of these documents and information here:

<https://www.sja1890.org/admission/apply>