

## **Spring Garden Academy**

Two Locations: 18<sup>th</sup> and Spring Garden Sts. / 17<sup>th</sup> and Tioga Sts.

Mailing Address: PO Box 15191, Philadelphia, PA 19130

Telephone: 215-563-9192 215-226-1000

[www.SpringGardenAcademy.org](http://www.SpringGardenAcademy.org)



## **Elementary School and Middle School Admissions Process**

### **1. Complete and return the application materials**

It is the responsibility of the parent to ensure all application materials are completed and returned to Spring Garden Academy's office.

- Application Form (fill out all pages)
- Parent/Legal Guardian Agreement (read and sign off)
- \$50 Application and Testing fee – nonrefundable  
*Waived for current Spring Garden Academy preschool and kindergarten students*
- Copy of Birth Certificate for proof of age
- Teacher Assessment Form  
*Waived for current Spring Garden Academy preschool and kindergarten students*
- Authorization for Release of Records  
*Waived for current Spring Garden Academy preschool students*
- Complete the Spring Garden Academy Scholarship Fund application (if you are requesting financial assistance)
- Health and Immunization Records (see school office for specifics)
- Dental Examination (see school office for specifics)

All documents should be returned to the following address:

Spring Garden Academy  
PO Box 15191  
1801 Spring Garden St  
Philadelphia, PA 19130

### **2. Attend an Admissions Interview**

Once the application is received, we will set an appointment for your family to review the application, discuss any testing needs, discuss the scholarship request, and determine after school needs and discounts.

### **3. Pay Enrollment Fee**

Once your child is accepted, you will be asked for the enrollment fee to secure your slot in the school.

### **4. Make your first tuition payment by August 5, 2015.**

If you have any questions, please contact the Spring Garden Academy office at [info@SpringGardenAcademy.org](mailto:info@SpringGardenAcademy.org) or 215-226-1000 or 215-563-9192.