



Saint James School

International Admissions

Greetings! The Saint James School Admissions Team is excited to share the opportunities that await your family on our beautiful 68-acre campus! Our college preparatory school is committed to providing a challenging and nurturing environment in which students can experience both academic and personal growth and success.

Saint James is proud to serve a robust international student population representing an average of 10-15 different countries annually. We look forward to sharing our international student program with you, as you explore a new academic home for your family.

To learn more or to schedule a tour:

- Call 334-273-3021
- Email admissions@stjmontgomery.org
- Visit STJmontgomery.org

Admissions Checklist

- ☐ Submit an International Student Admission Application: STJmontgomery.org/admission
- ☐ Provide a copy of applicant's *VISA and Passport*
- ☐ Complete Teacher Evaluation(s)
- ☐ Submit English translation of the applicant's Academic Records
- ☐ Complete Required Admission Testing Requirements

Academic Records

- 1st-2nd grade applicants should submit records for all grades completed and the current school year, to-date
- 3rd- 12th grade applicants should provide complete records for the previous 2 school years and the current school year, to-date

Teacher Evaluations

- Pre-K3-5th grade applicants: one overall teacher evaluation
- 6th-12th grade applicants: one English and one Math Teacher Evaluation

Admission Assessments

- Pre-K3-1st grade applicants: STJ Assessment
- 2nd-12th grade applicants, for whom English is a second language may elect from the following choices:
 - » WIDA English Proficiency Screener at Saint James upon arrival in Alabama
 - » TOEFL iBT (applicants applying for 10th-12th grade) or the TOEFL Junior Comprehensive (applicants applying for 5th- 9th grade); the Saint James TOEFL code is: 9821
- Additional or alternate admission testing may be requested for students that are English proficient

Character • Commitment • Courage • Community

Saint James is an independent, nonsectarian, college preparatory school with a student body broadly representative of college-bound students. We are committed to challenging and assisting students in realizing their individual potential and preparing them for lives of responsibility, service, and achievement.

International Report Card Grading Scale

To better accommodate the needs of our international student body, Saint James School has developed an International Report Card which will be issued to students whose English proficiency testing results indicates that they are still English Language Learners (ELLs). This report card has been developed as part of our International Student Program to be beneficial for students as they transition to an English speaking school.

The features and benefits of this report card are listed below:

- Teachers of students who receive an International Report Card are allowed flexibility in making and grading assignments on a student-by-student basis to accommodate varying levels of English proficiency. This allows teachers to create a manageable work load for students through which they can continue to grow academically as they strengthen their English skills.
- Teachers of students who receive an International Report Card are allowed the flexibility of increasing the rigor of expectations as a student becomes more proficient in English. This helps to ensure that each student continues to be challenged academically as their English skills improve.
- Students who are issued an International Report Card receive number grades on their report card. These number grades are tied to the International Grading Scale which appears at the bottom of each International Report Card. The grading scale is:

90-100=EP: Exceptional Progress and Effort

80-89=GP: Good Progress and Effort

70-79=SP: Satisfactory Progress and Effort

64-69=MP: Marginal Progress and Effort

Below 64=IP: Insufficient Progress and Effort

- Assessing students with number grades provides students and their parents with valuable feedback about progress and effort in all classes.
- Assessing students with number grades on their report card typically satisfies Embassy and Education Ministry requirements for end-of-year grade reporting.

Important Reminders

- Families who work with an Embassy or Education Ministry which requires documentation of a student's progress at the end of the year are responsible for determining if the International Report Card will meet the requirements of a particular Embassy or Education Ministry. Students who receive an International Report Card are not eligible to change over to a standard report card during a school year or to have their grades transferred to a standard report card at the end of the year.
- International students who attend Saint James more than one year will be re-assessed at the end of the school year to determine which type of report card will be most beneficial to them for the following year. The number of years that a student may remain on an International Report Card may be limited by the school.
- Students who are seeking enrollment in high school should note that high school credit is not granted for classes in which a student was graded on the International Grading Scale.
- Early withdrawal from Saint James School can impact on student exit records. Depending on the withdrawal date, Saint James may not be able to provide grades for fourth quarter or a letter indicating that the student has been promoted to the next grade level. It is the responsibility of parents to communicate with the appropriate division level principals as early as possible in the school year to arrange for an early withdrawal if needed and to fully discuss any impact on grading or promotion. It is also the responsibility of parents to communicate with schools in their home country about any requirements students must meet when they return home in order to be eligible to move to the next grade level.
- It is the responsibility of parents of international students enrolled in high school grades 9-12 to ensure that they understand how the international grading system, grades, and credits received at Saint James will impact on their student when they return home.