

# Application and Admission



**Dr. John Murray**  
Head of School  
jmurray@ceswildcats.org

**Molly Heurtin**  
Director of Admissions and  
Enrollment Management  
mheurtin@ceswildcats.org

**Beverly McQuaid**  
Director of Upper School  
Admissions  
bmcquaid@ceswildcats.org

## *Early Pre-Kindergarten - Grade 7*

### **How does the application process begin?**

- Please visit [christepiscopalschool.org/admissions/](http://christepiscopalschool.org/admissions/) to begin the application process. Contact Molly Heurtin, director of admissions and enrollment management, at 985.871.9902, ext. 229, or [mheurtin@christepiscopalschool.org](mailto:mheurtin@christepiscopalschool.org) with questions.
- Visit [christepiscopalschool.org](http://christepiscopalschool.org) to complete the online application for admission. Applications for the following school year should be submitted before December 15 of the current school year for priority consideration.

### **Once the application is submitted, what are the next steps?**

- *Early Pre-Kindergarten, Pre-Kindergarten, and Kindergarten (Early Childhood Campus)*: In early January of the current school year, assessments are scheduled for prospective students, who meet current teachers in a small group, “play date” setting. Final acceptance is based on review of all requested documents.
- *Grades 1-4 (Lower School)*: After the application is complete, readiness assessments and day-long classroom visits are scheduled. Transcripts are requested and teacher recommendation forms are forwarded to student’s current school. Final acceptance is based on review of all requested documents.
- *Grades 5-7 (Middle School)*: After the application is complete, shadow days (which include writing and math assessments) are scheduled. Transcripts are requested and teacher recommendation forms are forwarded to student’s current school. Final acceptance is based on review of all requested documents.
- Acceptance letters for Early Pre-Kindergarten through Grade 7 are emailed in February.

## *Upper School (Grades 8-12)*

### **How does the application process begin?**

- Please visit [christepiscopalschool.org/admissions/](http://christepiscopalschool.org/admissions/) to begin the application process. Contact Beverly McQuaid, director of upper school admissions, at 985.871.9902, ext. 270, or [bmcquaid@christepiscopalschool.org](mailto:bmcquaid@christepiscopalschool.org) with questions.
- Visit [christepiscopalschool.org](http://christepiscopalschool.org) to complete the online application for admission. Applications for the following school year should be submitted before December 15 of the current school year for priority consideration.

### **Once the application is submitted, what are the next steps?**

In January of the current school year, prospective students are contacted to schedule an interview with Upper School Division Head Amy Clark. Acceptance letters for Grades 8-12 are emailed in February. Placement testing takes place in the spring.

---

### **Is there a priority selection process for admission?**

Christ Episcopal School is committed to enrolling a diverse and balanced student body. Once grade-level space availability is confirmed, our first consideration is to ensure that a student’s assessment results align with our academic curriculum. Acceptance decisions are then further based on interviews, records, and observation. If all factors are equal, we do give consideration to families with current or previous ties to Christ Episcopal School or Christ Episcopal Church, Covington.

### **What if a student qualifies for admission but space is not available?**

Students in this situation will be placed on the wait list. If and when openings develop, wait list candidates are contacted to determine continued interest.

*Christ Episcopal School admits students of any race, color, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin or disability in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.*