New Student Application Process – User Self-Create Profile

Thank you for your interest in applying to St. Johns Country Day School. We have created this step by step guide to help you through the application process. If you have any issues, please contact the Admissions Office.

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1. Go to https://sjcds.myschoolapp.com/app/login#login/apply

2. Click “Create Account”

3. Fill out your child’s information first, then the Adult (parent) information.
4. Email sent to the parent

5. Click Link in Email to establish password

6. Enter new password in the window
7. Directed to the Application. Complete each section seen in the tabs below. (Multiple Children — submit one application per child. Click child’s name in top left corner)

8. Payment – Select Payment Option

   a. Direct Debit – Enter Address Information and account details, Click Pay and Submit
b. Credit Card
   i. Enter Address Information First, Click Pay and Submit

![Payment Form]

ii. Enter Credit Card Information, click Pay Now

![Payment Form]

9. Receive Confirmation Screen

Thank you for submitting your child's admissions application.

You should receive an email with more information regarding your application.

We look forward to working with your family throughout the admissions process.