



Admissions Checklist

The following checklist will assist you with the enrollment process at St. Michael Academy.

Contact Our Headmaster to Schedule a Meeting and/or Shadow Day

Dr. Richard Brake can be reached at 231-881-9025 or drbrake@stmichaelpetoskey.org.

Complete the Application for Admission Form

Complete the Student & Family Information Form

Complete the Medical Release & Treatment Form

Please note that this form must be notarized.

Submit Student Immunization Records

Please obtain a copy of your child's immunization records from their primary physician or local Health Department. If your child has not received the recommended immunizations for medical, philosophical, or religious reasons, you may submit an Immunization Waiver Form. This waiver must be obtained from your local health department.

Submit Copy of Student Birth Certificate

Complete FACTS Student Aid Form (*Optional*)

SMA is committed to providing a Catholic education to families that seek one. Through the generosity of our supporters, we offer financial assistance to qualifying families. FACTS is a required step for any family seeking financial assistance. Everyone is welcome to apply. Your personal financial information is kept confidential and evaluated by a third-party service that determines awards based on eligibility. Please feel free to contact secretary@stmichaelpetoskey.org for help with questions regarding this process.

Submit Deposit

A non-refundable deposit (to be applied toward tuition) is due with your Application for Admission. Please see [Tuition Schedule](#) or contact SMA to determine the deposit amount.

Following completion of these steps, you will be notified of your status in a timely manner.

For more information please contact SMA at 231-881-9025 or drbrake@stmichaelpetoskey.org.