

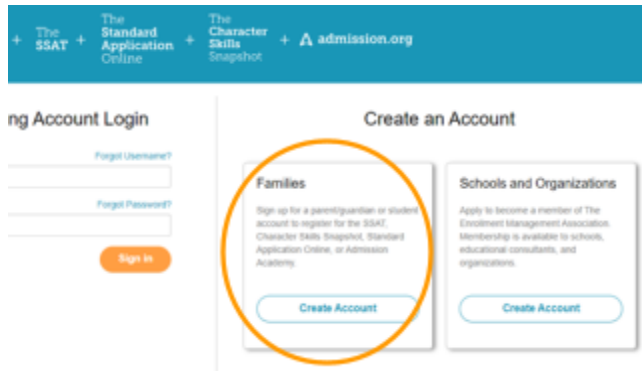
Applying to MICDS with the SAO Application

At MICDS, we strive to support families throughout the admission process as much as possible, which is why we have created this guide to help you submit the Standard Application Online (SAO).

As we receive applications, our admission team works with applicants to ensure interviews are completed in a timely manner. Applicants must click the “Pay Fee Now” in their SAO application to submit the completed application to us. To ensure a smooth application process for all of our prospective families, we encourage interested families to submit their application and schedule their interview ahead of the **January 13, 2026** deadline. For more information on how to do so, please read the following:

1. Navigate to <https://ssat.org/sao>. Click “Apply Now.”

2. Select Create Account in the Families box.

The screenshot shows the SSAT.org website. At the top, there is a blue navigation bar with links: "+ The SSAT +", "+ The Standard Application Online", "+ The Character Skills Snapshot", and "+ admission.org". Below this, there are two main sections: "Sign Account Login" on the left and "Create an Account" on the right. The "Create an Account" section has two boxes: "Families" and "Schools and Organizations". The "Families" box is circled in orange and contains the text: "Sign up for a parent/guardian or student account to register for the SSAT, Character Skills Snapshot, Standard Application Online, or Admission Academy." Below this text is a "Create Account" button. The "Schools and Organizations" box contains the text: "Apply to become a member of The Enrollment Management Association. Membership is available to schools, educational consultants, and organizations." Below this text is a "Create Account" button.

3. Create SSAT.org accounts for a Parent/Guardian and Student Account.” Complete the account creation form and review your account preferences and policies.

4. Select Apply to Schools

In the “Get Started Applying to Independent Schools” box, add “MICDS.”

The screenshot shows the "Get Started Applying to Independent Schools" section of the SSAT.org website. At the top, there are links: "Working with a Community Based Organization (CBO)?", "Add CBO Advisor", and "Help & Advice". Below these links is a large image of five diverse students smiling. Overlaid on the bottom of the image is a search bar with the text "MICDS" entered. Below the search bar, a dropdown menu shows the result "MICDS (4906), St. Louis, MO". Below the search bar is a four-step process flow: 1. Search and Add Schools, 2. Complete your Profile & Pay Fee, 3. Fill Out Forms & Send Requests, 4. Track Your Progress. The first step, "Search and Add Schools", is highlighted with a blue circle and a red arrow pointing to the search bar.

5. Select your academic year of entry (likely Fall 2026), grade, etc., and click “Add School to My Application.”

The screenshot shows the MICDS application form. At the top, it says "MICDS" and "Accepts the Standard Application Online". Below this, it asks for more information about the application. The "Select your Academic Year of Entry:" section has a dropdown menu set to "Fall 2026". The "Grade you are applying to:" section has a dropdown menu set to "Grade 7" and a "Repeating a grade?" section with "No" selected. The "Select Your Student Status and Admission Preference" section has "Day" selected. Below this, it says "Application Fee: \$40" and "Standard Admission Deadline: 13 Jan 2026". The "How did you hear about MICDS?" section has "School Website" selected. Below this, it says "Get Important Updates and Information from MICDS:" and "By clicking the box below, you are authorizing The Enrollment Management Association (EMA) to share Test Russell's basic profile information with MICDS. You are also authorizing both EMA and MICDS to send updates and important information to you that may include invitations to events, notifications of open houses, school specific application process information and other marketing communications via email and regular postal mail." Below this, it says "Note: Until you submit your application and pay the application fee to MICDS, the school will only have access to your basic profile information and the overall progress of your application." Below this, it says "Share Test's basic profile information and receive updates and important information from MICDS" with a checkbox that is checked. At the bottom, there are "Cancel" and "Add School to My Applications" buttons.

6. Click “Edit Profile” and complete the required fields. When finished, click “Go to My Applications” then “Pay Fee Now.”

The screenshot shows the "Test's Profile" and "Test's Applications" sections. The "Test's Profile" section has a "100% COMPLETED" status and an "Edit Profile" button. The "Test's Applications" section has a search bar and a list of applications. The first application is for "MICDS" with a "0% INCOMPLETE" status and a "Pay Fee Now" button. Below this, there is a progress bar with four steps: 1. Search and Add Schools, 2. Complete your Profile & Pay Fee, 3. Fill Out Forms & Send Requests, and 4. Track Your Progress. The second application is for "2026 Standard Application Forms" with a "0% INCOMPLETE" status and a "Start" button. Below this, there are sections for "Student Essays" and "Parent Statement", both with "NOT STARTED" status and "Start" buttons. At the bottom, there is a "REQUEST FORMS FROM OTHERS" section.

Once the application fee is paid, we will be able to access your application, and you will still be able to edit your application.

7. Schedule your interview (if you haven't already) if applying for grade 5 or higher. MICDS will contact you after you submit your application to help with interview scheduling if needed. Click [here](#) to access the online scheduler.

8. Complete the remaining pieces of your application—Student Essays, Parent Statement, Core Teacher Recommendation, and Official School Reports/Transcript.

Working with a placement counselor or educational consultant? [YES](#) [NO](#)

Submit 1 school specific form, 6 shared forms, and pay fee to complete application. **INCOMPLETE**

MICDS
Deadline: 13 Jan 2026
\$40 Application Fee

▲ Pay fee to submit the application to this school

Show 1 School-Specific Item and More Details

Hide Tips

1 → 2 → 3 → 4

Search and Add Schools → Complete your Profile & Pay Fee → Fill Out Forms & Send Requests → Track Your Progress

The Standard Application Online

Watch a Video to Learn How the SAO Works

2026 Standard Application Forms
Expand a school to see which forms are required for that school.

COMPLETE PARENT AND STUDENT FORMS
These standard forms will be shared with ALL schools that require them as part of their application. Please do not personalize your responses for schools.

Student Essays
NOT STARTED Start

Parent Statement
NOT STARTED Start

REQUEST FORMS FROM OTHERS
Recommendation forms should be requested from your current year teacher. These standard forms will be shared with ALL schools that require them as part of their application. Use Request button to send your request. Use Update Request button to remind your recommender or request a new recommender to complete the form.

Any Teacher Recommendation
NOT STARTED Request

Personal Recommendation
NOT STARTED Request

Official School Reports/ Transcript Form Release
NOT STARTED Sign Release

9. Complete the School Supplemental Form by clicking “show 1 school-specific items and more details.”

Submit 1 school specific form, 6 shared forms, and pay fee to complete application. **INCOMPLETE**

MICDS
Deadline: 13 Jan 2026
\$40 Application Fee

0% |

▲ Pay fee to submit the application to this school

Show 1 School-Specific Item and More Details

Hide Tips

1 → 2 → 3 → 4

Search and Add Schools → Complete your Profile & Pay Fee → Fill Out Forms & Send Requests → Track Your Progress

On the next screen, scroll to the center and click “start”.

Submit 1 school specific form, 6 shared forms, and pay fee to complete application. **INCOMPLETE**

MICDS
Deadline: 13 Jan 2026
\$40 Application Fee

0% |

▲ Pay fee to submit the application to this school

School-Specific Details Items highlighted in yellow are required for this school

Application & Special Instructions School Instructions

Standard: 13 Jan 2026 Decisions: 13 Mar 2026 Enrollment Contracts Due by: 03 Apr 2026

School Supplement Forms

2025-2026 MICDS grades 5-12, Supplement Form_4906

▲ NOT STARTED Start

SSAT Score

You can designate a school as a score recipient through the "Check Scores" workstation

2026 Standard Application Forms
Items highlighted in yellow are required for the school that is currently expanded.

COMPLETE PARENT AND STUDENT FORMS
These standard forms will be shared with ALL schools that require them as part of their application. Please do not personalize your responses for schools.

Student Essays
▲ NOT STARTED Start

Parent Statement
▲ NOT STARTED Start

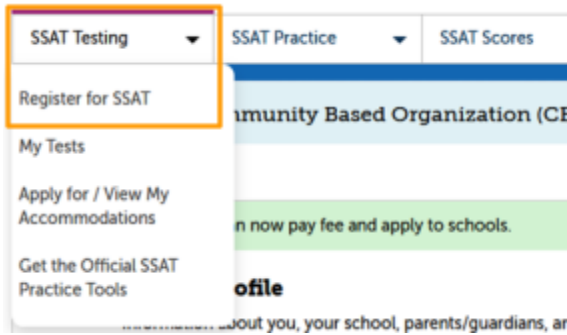
REQUEST FORMS FROM OTHERS
Recommendation forms should be requested from your current year teacher. These standard forms will be shared with ALL schools that require them as part of their application. Use Request button to send your request. Use Update Request button to remind your recommender or request a new recommender to complete the form.

Any Teacher

10) Register for admission testing through either SSAT or ISEE.

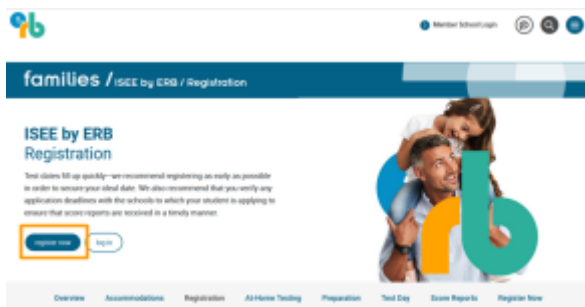
SSAT Registration

From the top of the screen, select “SSAT Testing” then select “Register for SSAT.”



ISEE Registration

Go to the [ISEE by ERB website](#) and select “Register Now”.



Contact the MICDS Admission Office at 314.995.7367 if you have any questions about the application process.