

St. Michael Catholic School
New Student Enrollment Application Packet
PK-3 thru Grade 8

Admission Guidelines for 2019-2020

Application Dates and Procedures

Applications are available in the school office or online at www.stmichaelswords.org
Applications for enrollment will be accepted beginning March 7, 2019 thru June 18, 2019. Any application submitted after the final deadline will be considered if space is available, and a \$100 late fee will be assessed.

In order for a student to be considered “enrolled,” you must submit a completed application and all required documents with the registration and fee payment for each student to the St. Michael Catholic School Office. Checks are made out to *St. Michael Catholic School*.

Placement Considerations

St. Michael Catholic School admits students of any race, color, sex, religion, national and ethnic origin to all programs and activities generally accorded or made available to students at its school. All are welcome!

PK-3 applicants for the 2019-2020 school year must be 3 years old by September 1, 2019. PK-4 applicants for the 2019-2020 school year must be 4 years old by September 1, 2019. Kindergarten applicants must be 5 years old by September 1, 2019. The child’s age must be verified by birth certificate.

Entrance into St. Michael Catholic School is subject to screening. All records from a transferring school will be reviewed to determine an applicant’s readiness for the St. Michael Catholic School programs. Additional screening may be required at the expense of the parent. A student entering PK or Kindergarten without prior formal education will be scheduled for a readiness screening conducted by professional staff at St. Michael Catholic School.

Students transferring from another private/public school may be admitted on a probationary basis for six weeks. If the student does not show a willingness to accept the conduct and academic requirements of the school, h/she will be asked to leave.

School Health Services

All students are required to have the minimum required state immunizations in order to attend St. Michael Catholic School. Students must provide proof of immunization and be in compliance with these minimum requirements prior to admission into the school. The only exception to the immunization policy is a medical exemption signed by a licensed physician authorized to practice in the state of Texas. Refer to the Immunization policy included in the Parent-Student Handbook found on the school's website.

Registration and Fees

There is a \$200.00 non-refundable registration fee per student (\$225 per student after April 15, 2019.) Additional non-refundable fees are due on or before June 18, 2019. Refer to the Registration, Tuition and Fee Schedule to determine those fees required for your child/children.

Online Maer Scholarship Fund

Scholarships are available as tuition assistance for families with identified financial needs. The funds are reserved for tuition and capital fees only and do not include registration, fee payments, after school care, or incidental charges. Applications are available on the website or in the school office. An application must be complete with all required legal documentation in order to be considered for tuition assistance. **Applications are due by May 1 at 3:00 p.m. Scholarship recipients will be notified by June 18, 2019.**

Required Documentation and Fees for Completing an Application

- Registration Form/New Students (3 pages – CSR-K)
- SY 2019-2010 Registration, Tuition and Fees Schedule with Contract (3 pages)
- Present the official vital statistics birth certificate to the office to be copied, not the hospital certificate
- Copy of the student's baptismal certificate (if Catholic)
- Any outside evaluation or screening assessment (if applicable)
- Proof of Immunizations
- A signed Student Record Release Authorization form
- The last report card and any standardized test scores from previous school (if applicable)
- Divorce: Custody Decree (if applicable)
- Scholarship Application (if applicable)
- Payment for registration and all applicable fees by the final due date – cash or check made out to *St. Michael Catholic School*