

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

Admission Guidelines for 2020-2021

Application Dates and Procedures

Applications are available in the school office or on the school's website, stmichaelswords.org. Applications for enrollment will be accepted beginning March 2, 2020 thru June 18, 2020. 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, all required documents, and the registration and fee payment to the St. Michael Catholic School Office. Cash or checks are accepted, made payable 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 2020-2021 school year must be 3 years old by September 1, 2020. PK-4 applicants for the 2020-2021 school year must be 4 years old by September 1, 2020. Kindergarten applicants must be 5 years old by September 1, 2020. The child's age must be verified by a valid 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 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 transfer student does not show a willingness to accept the conduct and academic requirements of the school, administration reserves the right to withdraw the student.

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. Immunizations are not in conflict with the Catholic faith. Conscientious objections or waivers, which may be permissible for attendance in public schools, do not qualify as an exemption in Catholic schools in Texas. **The only exception to the immunization policy is a medical exemption signed by a licensed physician authorized to practice in the state of Texas and must include the physician's license number.** 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 March 31, 2020.) Additional non-refundable fees are due on or before June 18, 2020. Refer to the *2020-2021 SY Registration, Tuition and Fee Schedule* to determine those fees required for your child/children.

Orline Maer Scholarship Fund

A limited number of scholarships are available as tuition assistance for families with identified financial needs. The funds are generally reserved for tuition and capital fees only and do not include 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, 2020.**

Required Documentation and Fees for Completing an Application

- Registration Form/New Students (3 pages – CSR-K)
- SY 2020-2021 Registration, Tuition and Fees Schedule with Contract (4 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 if transferring from another school
- The last report card and any standardized test scores from previous school (if applicable)
- Divorce: Custody Decree (if applicable)
- Payment for registration and all applicable fees by the final due date – cash or check made out to *St. Michael Catholic School*
- Completed scholarship application and documents (if applicable)