



**2023 – 2024 School Year**

### **Admission Policy**

The Office of Catholic Education recommends that a child be six (6) years old by September 1 to enter grade one. This means that a child must be five (5) years old by September 1 to enter kindergarten, and four (4) years old to enter Pre-Kindergarten program. Registration begins the last week of January each year for returning families. New family registration begins on February 13, 2023. (This date is updated annually).

1. Returning students
2. Returning students' siblings
3. Parishioners
4. New Students/Lottery

Families with outstanding fees must have all fees paid prior to acceptance into future school years.

For a student to be considered completely enrolled at St. Michael Catholic School the family must submit the following documentation. No enrollment is considered complete until all documents have been completed and submitted to the school office.

1. Family Registration form
2. Tuition Assistance Request Form (copy of 2022 taxes required)
3. Student Application
4. 2023-2024 Student Medical Information
5. Updated Immunization Records
6. Archdiocese Health and Safety Plan

### **New Student** *(In addition to the information requested above)*

7. Home Language Survey
8. Copy of Immunization Records
9. Transcripts from previous school
10. Copy of Individual Education Plan (if applicable)
11. Copy of behavior records from previous school
12. Entrance testing to determine appropriate grade level placement (grades 3 – 8)



**Lottery** (if needed)

If the number of registrants exceed the maximum enrollment for a grade level a lottery will be used the follow will determine the order of acceptance. The lottery will be held at a public meeting on March 15, 2023. (This date is updated annually).