

## **ST. JUDE ADMISSIONS PROCESS**

### **For Transfer Students Entering 1st -8th Grade**

St. Jude Catholic School has an Admissions policy that opens the school to families who desire an authentic Catholic education for their children, who are supportive of our mission, philosophy, and standards of education, and whose children meet our enrollment standards.

#### **STEP ONE: Obtain an Information Packet**

The information packet may be picked up at the school or parish office, or viewed/printed online at [www.stjudecatholic.com](http://www.stjudecatholic.com)

#### **STEP TWO: Schedule a tour at [stjudecatholic.com](http://stjudecatholic.com).**

#### **STEP THREE: Schedule a Shadow Day and Interview with Principal**

We recommend that the applicant spend a day at St. Jude ("Shadow Day"). Some tips for Shadow Day:

- Students should wear a collared shirt (dress shirt or polo shirt) with casual pants or nice jeans, and a sweater or simple sweatshirt, if needed.
- Dress shoes or gym shoes may be worn. If the applicant wears dress shoes, please bring gym shoes for PE class.
- Student may bring lunch from home or we will gladly provide a hot lunch from the cafeteria. Please let us know at drop-off which you prefer.
- Please bring appropriate outerwear for recess.
- Placement testing may be given to the applicant sometime during Shadow Day.
- Students should arrive at the office @ 7:50am, and their day will end at 2:45pm unless other arrangements have been made.
- Parents should bring the following documents with them on the shadow day when dropping off their student:
  1. Most recent copy of report card and standardized test scores
  2. Completed Request for Student Records Form

An interview will be scheduled with the parent(s) and the Principal 30 minutes prior to the end of the Shadow Day, prior to the parents picking up the applicant.

#### **STEP FOUR: Complete and return your application form and registration fee.**

**STEP FIVE:** The school will notify parents regarding acceptance/placement of the student. Once the parent accepts the student's space the \$275.00 registration fee check will be deposited and is non-refundable. The registration fee will be prorated for second-semester transfers. Space will not be reserved until fee is paid.

**STEP SIX:** Prior to the first day of school parents must present copies of all required documents and state-mandated medical, dental, and vision exams, plus proof of up-to-date immunizations. See the *Required Documents and Exams* listing for more information.

Additional evaluation may be required at the discretion of the Principal. ALL STUDENTS ARE ENROLLED ON A THREE MONTH PROBATIONARY BASIS.

***Admission Policies are non-discriminatory in terms of sex, race, color, ethnicity, or national origin. Students are accepted on the basis of meeting the standards of achievement and behavior. It is also the right and duty of the school to decline the application of students who require professional competency beyond staff training.***