



ST. MARY MAGDALENE CATHOLIC SCHOOL

FORMING THE COMPLETE CHILD THROUGH FAITH, REASON & VIRTUE

Dear Prospective SMMCS Family:

Thank you for considering St. Mary Magdalene Catholic School as your child's school. St. Mary Magdalene offers a quality education in a Christian setting and welcomes your interest. We strive to address the needs of the whole child: spiritual, moral, intellectual, social, cultural and physical.

Application information for the 2021-2022 School Year is enclosed:

- 1) Registration for new families will take place beginning Monday, March 1, 2021 at 12:00pm (central) and will continue as long as seats remain available in that grade level. In the event that more students apply for admission than places are available, a waiting list will be established and students will be accepted according to the order of their registration and the completeness of their applications. An application for a new or returning student will not be accepted if incomplete.
 - a. New families may be asked to participate in an interview with the administration after all paperwork is complete.
 - b. Students are accepted in the following order provided all requirements are met:
 - February:** Returning students and siblings of returning students.
 - March:** Open Enrollment – All other students.
- 2) Students entering K3 must be three (3) of age on or before September 1, 2021; Students entering K4 must be four (4) years of age on or before September 1, 2021; Students entering K5 must be five (5) years of age on or before September 1, 2021; and first graders must be six (6) years of age on or before September 1, 2021.
- 3) Parents must upload the official birth certificate (an original issued by the city, county or state) for each student before the application is considered complete. **Updated immunization records and physicals completed no earlier than June 1, 2021 are also required before the first day of school. All medical forms must be submitted to the clinic before the first day of school. Students without updated immunization records/physicals will not be allowed to attend class until completed.**
 - a. If a new student is registering for grades one through eight, copies of the last report card and latest standardized test scores (if applicable) are required from their present school before an application is considered complete. Immunization records, physicals, report cards and/or test scores can be uploaded to the online application.
 - b. These forms are mandatory for admission.
 - c. If appropriate, a Baptismal certificate and First Communion certificate (originals) should also be uploaded to the online application.
- 4) Students applying for placement in the SMMCS K3 – K5 Program are subject to an age appropriate assessment. Students applying for admission into 1st through 8th grade eight will be given a placement exam. If a nationally recognized test (SAT, IOWA, etc.) has been taken within the last twelve months, the school can choose to accept those test results in lieu of the SMMCS placement exam.



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Admissions screenings include the following:

Grade	Requirements
K3, K4 & K5	<ul style="list-style-type: none">• Development readiness checklist• Observational visit/interview
1 st – 8 th Grades	<ul style="list-style-type: none">• Standardized test in Reading and Math• Writing sample• Observational visit/interview

- 5) Elementary and Middle School applicants must meet the following criteria:
 - a. Average of "C", 78% or better, in all academic subject areas
 - b. Standardized test scores appropriate to the grade level
 - c. Behavior ratings of satisfactory or better
- 6) All new students are admitted on a probationary basis according to the Archdiocesan policy.
- 7) Parents are expected to disclose to appropriate school personnel any significant information, which may affect their child's education progress or the other students' learning environment. Such information includes, but is not limited to: diagnostic evaluations, medications or specific family situations. Failure to disclose such significant information during the application process or as the situation changes may result in dismissal of their child.
- 8) The APPLICATION FOR ADMISSION must be completed in full online at www.smmcs.org.
- 9) Enclosed you will find the Tuition Fee Schedule from St. Mary Magdalene Catholic School for the coming year. Please read it carefully.
- 10) An Application Fee of \$125 per student is due immediately. This fee is non-refundable.
- 11) The Student Registration Fee of \$300 per student is due at the time of registration; this fee is non-refundable unless there are more applications than places available. We are offering a discount for applications submitted before March 22nd. Please visit our website for more details.
- 12) The additional Student Fee per student of \$350 for K3 through 8th grade will cover book fees, Academic testing fees, student Diocesan tax, student insurance, Technology fees, most classroom supplies, Yearbook, spirit shirt, up to \$30/student for field trip, and up to \$5 per student for classroom parties. The fees also provide K3 & K4 students with a tote bag, afternoon snacks, and the rental fee for sleeping mats. The Student Fee is due before July 1, 2021, along with the first month of tuition.
- 13) You will be notified of the status of your child's application after the application is completed, all required documents are presented, a Placement Assessment has been administered and all initial fees (including the Application Fee of \$125 and \$300 Student Registration Fee) are paid. In order for a family to receive the "Catholic" rate, they must be registered parishioners of a Catholic parish before June 1, 2021.

We sincerely hope you choose St. Mary Magdalene Catholic School for your child. If you need further information, please do not hesitate to call the school office at (281) 446-8535.

Sincerely in Christ,

Joshua Raab, Principal

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