

## ADMISSION DATES/REQUIREMENTS

**Returning Students:** Monday, Feb. 1st- 3 p.m. Wednesday, Feb. 3<sup>rd</sup>, 2010. **Student(s) are not registered until online registration (or printed forms) and registration fee(s) is received by office.** \$50 late fee if payment and/or paperwork received after 3pm on Feb. 3<sup>rd</sup>, IF space is still available for returning students only. **NOTE:** Registration will not be accepted from families who are not current on present tuition, fees, extended day or lunch program.

**New siblings of current students** must submit completed registration packet (see New Student Registration Checklist below) and submit payment to the office between 7:30a.m. Monday, Feb. 1<sup>st</sup> thru 3:00p.m. Wednesday, Feb. 3<sup>rd</sup>, 2010. *New siblings can not enroll online.* Registration packet(s) must be obtained thru the school office.

**SEAS Parishioners:** begins Monday, Feb. 8<sup>th</sup>, 2010.

**Catholic Non-Parishioners:** begins Tues., Feb. 16<sup>th</sup>, 2010.

**Open Registration** begins Monday, Feb. 22<sup>nd</sup>, 2010.

## NEW STUDENT REGISTRATION PROCESS

Submit completed Registration Packet on appropriate enrollment date. *Incomplete registration packets will not be accepted.* Wait lists are not taken in advance nor does it cost to go on a wait list.

### STEP 1

**Completed registration packet consists of:**

- Birth Certificate (state copy)
- Immunization Records signed by physician (exemption for religious reasons not accepted)
- Registration Form
- Directory Release/Permission for Publication Form
- Emergency Card Form
- Diocese Health Report. Parent fills out first page. *Note:* physician must complete physical form (2<sup>nd</sup> page) before student starts school.
- Transcript Request for 1<sup>st</sup>-8<sup>th</sup> graders
- Letter of Reference from current school principal or assistant principal for 1<sup>st</sup>-8<sup>th</sup> graders
- Report cards, if applicable (copies of most recent and prior year's final report card)
- Parishioner Verification Form, if applicable
- If Catholic: Baptismal, Reconciliation and Eucharist Certificate if applicable
- Pay registration fee
- K-8<sup>th</sup> grade prospective students only pay \$25 assessment fee

### STEP 2 for preschoolers

- Family interview with principal

### STEP 2 for K-8

- Assessment scheduled (approximate length depending on student: K, 20 minutes; 1<sup>st</sup>-5<sup>th</sup>, 30-45 minutes; 6<sup>th</sup>-8<sup>th</sup>, 2 hrs)
- NOTE: K-5 assessments scheduled on specific days after school during the school year. 6<sup>th</sup>-8<sup>th</sup> grade assessments are held on Saturday. Assessment dates will vary depending on enrolling during school year or summer enrollment.

### STEP 3 for preschoolers

- Letter of acceptance

### STEP 3 for K-8

- Parent meeting scheduled with principal or curriculum coordinator for assessment results

### STEP 4 for K-8

- Parent interview with principal

### STEP 5 for K-8

- Letter of acceptance

## AGE REQUIREMENTS

St. Elizabeth Ann Seton Catholic School requires that a child entering PreK3 must be 3 by September 1, 2010. PreK4 students must be 4 years of age by September 1, 2010. A Kindergarten student must be 5 years of age by September 1, 2010. A child entering First Grade must be 6 years old by September 1, 2010. Age requirements are state mandated for all accredited schools. **Students must be potty trained.**

## ADMISSION/WITHDRAWAL

In accordance with the Texas Catholic Conference accreditation standards, St. Elizabeth Ann Seton Catholic School complies with all age and immunization requirements of the State of Texas and the Catholic Diocese of Fort Worth. As a Catholic, non-public school dedicated to academic excellence within a disciplined, value centered environment, the school actively seeks students and families who have a positive attitude toward the value of a traditional Catholic education. Prior to admission, parents must provide the aforementioned records.

**The most important qualification for acceptance into the school is the Principal's assurance that the applicant will enjoy a successful school experience. This evaluation is made in consultation with the family, through examination of the student's assessment results as well as past academic and conduct records. All new students are conditionally admitted for the first nine weeks.**

**Non-Discrimination Policy:** St. Elizabeth Ann Seton Catholic School is in compliance with the Civil Rights Act of 1964 and other federal statutes of non-discrimination in its employment and admission practices. It admits qualified students of any race, color, sex, national or ethnic origins to all the rights, privileges, programs and activities generally accorded or made available to students at the school.