



Saint Joseph-Saint Thomas School
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Fr. Robert W. Dillon, Pastor

Mrs. Mary Ellen Cilento, Principal

APPLICATION PROCEDURES FOR NEW STUDENTS

2017– 2018 School Year

Requirements for Application:

1. All children applying for the PreK-3 year old program **must** be 3 years old by October 31, 2016, and potty trained. Children born in November and December will be considered for admission on an individual basis.
2. All children applying for the PreK-4 year old program **must** be 4 years old by December 31, 2016, and potty trained.
3. All children applying for the Kindergarten program **must** be 5 years old by December 31, 2016.
4. The principal or preschool teacher may interview applicants for Pre K and Kindergarten to assess the child's progress toward reading readiness and following directions.
5. All applicants for first through eighth grade will be tested in reading and math skills appropriate to the grade level. Once the application process is complete the parent will be contacted to set up an appointment for administration of the entrance exam.

Materials required for all applicants:

- Original Birth Certificate and Original Baptismal Certificate
- Parish envelope number if applying as a parishioner
- Medical certificate from pediatrician listing all immunizations given
- \$50 **non-refundable** application fee

Transferring students in grades 1 – 8 must also supply (if applicable):

- Latest report card from current grade
- Final report card from grade completed in previous school year
- Standardized Test Scores (ITBS, State ELA and Math exams)
- CSE Information – IESP – 504 Accommodation Plan
- First Reconciliation, First Holy Communion, and Confirmation Certificates

Only completed applications with all required documents will be reviewed by the administration. After completion of the Entrance Test and interview, families will be notified of the decision for acceptance in writing.