



CHECKLIST

APPLICATION FOR ADMISSION

Applications will be available at the school office beginning on **Friday, November 15, 2019**. Forms can be filled out and mailed directly back to the school or dropped off during normal business hours.

- **Deadline: Friday, January 31, 2020**

APPLICATION FEE

A non-refundable fee of \$75 per child is due when the application is submitted.

BIRTH CERTIFICATE/BAPTISM RECORDS

A birth certificate and baptismal certificate (if Catholic) must be submitted with the application form.

ACADEMIC RECORDS

If applying to grades 2-6, a copy of your child's most recent report card and standardized test scores are required. Only a report card is needed for grade 1.

SCHOOL RECOMMENDATION

A recommendation letter is required from the school that the child is currently enrolled in. This form must be given to the teacher and should be mailed directly back to St. Theresa School.

HEALTH REQUIREMENTS

Compliance with California Department of Public Health and Diocese of Oakland School Department health requirements by June 5, 2020.

ACADEMIC ASSESSMENT

All applicants must be scheduled for an academic assessment, so please save the date:

- **Kindergarten: Saturday, February 8, 2020 (various times)**
- **Grades 1-4: Tuesday, February 11, 2020 (by appointment only)**

SCHOOL TOUR

All prospective kindergarten families are encouraged to attend our Information Meeting on **Thursday, November 14, 2019 from 6:30 - 8:30pm in our meeting rooms**. Signups for small group tours will be available at that time.

For those families interested in grades 1-5, there will be a meeting on **Friday, November 16, 2019 from 9-10:30am in our meeting rooms**. If you are unable to attend either meeting, you may arrange for a tour by contacting the Admissions Director at admissions@sttheresaschool.org. There will also be a school wide Open House during Catholic Schools Week on **Sunday, January 26, 2020** directly following 9am mass.

TUITION ASSISTANCE

If you would like to apply for financial aid, a completed FACTS form is required and can be found on the school website.