



CHECKLIST

- APPLICATION FOR ADMISSION**

Applications will be available at the school office beginning **Friday, November 16, 2018**. Forms can be filled out and mailed directly back to the school or dropped off during normal business hours.

 - **Deadline: Friday, February 1, 2019**

- 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 for grades 1, the most recent report card must be submitted. If applying to grades 2-6, a copy of your child's most recent report card and standardized test scores are required.

- 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 7, 2019.

- ACADEMIC ASSESSMENT**

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

 - **Kindergarten: Saturday, February 9, 2019 (various times)**
 - **Grades 1-4: Tuesday, February 12, 2019 by appointment only**

- SCHOOL TOUR**

All prospective kindergarten families are encouraged to attend our Information Meeting on **Thursday, November 15, 2018 at 6:30pm**. For those families interested in grades 1-4, there will be a meeting on **Friday, November 16, 2018 from 9-10:30am** in the school library. Signups for small group tours will be available. If you are unable to attend, you may arrange for a tour by contacting the Admissions Director. There will also be a school wide Open House during Catholic Schools Week on **Sunday, January 27, 2019** 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.