



## CHECKLIST

- APPLICATION FOR ENROLLMENT**

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 copy of the student's birth certificate and baptismal certificate (if Catholic) must be submitted when the application is submitted.
  
- 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 at various times**
  - **Grades 1-6: Tuesday, February 11, 2020 by appointment only**
  
- TUITION ASSISTANCE**

If you would like to apply for financial aid, please complete the online FACTS and St. Theresa School Financial Aid form. Links can be found on the school website.