

2012-2013 Application Procedures – Grades 1 - 8

Dear Parents,

Thank you for your interest in Queen of Apostles School. We are proud to offer a quality Catholic education through the dedication of a very effective faculty and staff. If you would like to meet with me to familiarize yourself with our program and how we can meet your child's needs, please call for an appointment. Our school open house will be on January 31, 2012.

Applications will be accepted beginning Monday, January 9, 2012. To guarantee that your child will be included in the first testing of applicants, we must have his/her application by **February 13, 2012**. Applications received after this date will be kept on file and we will contact you if a subsequent testing is scheduled for your child's grade.

Please follow the procedures below so we may process your file:

1. Fill out the attached application form completely (please date and sign) and return it with copies of the following:
 - A recent photo of your child (for identification purposes).
 - Completed Supporting Family Application (form attached) – if applicable.
 - Birth Certificate.
 - Baptismal and First Communion Certificates (if child received sacraments).
 - Report Card and/or Progress Reports (most recent).
 - Standardized Test Scores (most recent) - does not apply to grades 1 and 2.
 - Immunization Record.
 - Completed NCEA Survey (form attached).
 - Completed Religious Education Questionnaire (form attached).
2. Please include a **non-refundable** application/testing fee of \$100.00 (per application).
3. Please ask your child's current teacher to fill out the enclosed **Student Assessment Form** and return it to Queen of Apostles School. The school's address is printed on the bottom of the assessment form.
4. **You may visit classrooms and attend our school open house on Tuesday, January 31, 2012**
We hope that all perspective families will be able to attend. Please refer to the attached sheet for further information.
5. Our first screening process for grades 1 through 8 will be on **Thursday, February 16, 2012**. We will notify you of the time of your child's screening two to three weeks in advance. You will be advised of the screening results and placement as soon as possible after your child's screening.
6. If your child is accepted and we have space available, you will be given registration papers to fill out and return, as well as further information about our school. At this time, a non-refundable registration fee is requested. (The registration fee for the 2011/2012 school year was \$625.00, but this fee for the 2012/2013 school year has not been finalized.)

Queen of Apostles School admits students of any race, color, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at this school. The school does not discriminate on the basis of race, color, national or ethnic origin in the administration of its education policies, admission policies, scholarship programs or other school-administered programs.

Thank you again for your interest in our school. If you have any questions, please contact me.

Sincerely,

Martin J. Chargin, Principal