



HOLY CROSS ACADEMY PRE-ADMISSION PROCEDURES

Thank you for your interest in our school. We are eager to serve your family by providing your children with a Catholic education. Enclosed you will find a pre-admission form which will place your child on our list for the coming school years. Families are encouraged to fill out a pre-admission form as early as possible as we currently maintain a five year pre-admission list.

At this time of pre-admission, we would ask you to do the following:

- ✓ Look over the materials in this packet
- ✓ Fill out the pre-admission form completely and return it to the school
- ✓ Attach a copy of the Baptismal certificate, if your child is Catholic
- ✓ Students entering grades 1 to 8: child's teacher should fill out the student information form, a copy of the student's most recent report card, last year's report card and the most recent standardized tests

Our registration process is as follows:

January/February:	current students and siblings are re-registered
February/March:	contact Catholic students on pre-admission list contact non-Catholic students on pre-admission list
April/May:	complete registration/tuition process for all students

Our priority for acceptance:

- current students and their siblings in the order of their pre-admission
- St. Mary and St. Jude parishioners in the order of their pre-admission
- Catholic other parish in the order of their pre-admission
- Non-Catholics in the order of their pre-admission

If we are not able to accept your child immediately for admission, we will hold your pre-admission form in the order in which it has been received. When we have an opening, we will contact you. At that time, you will need to come in to complete the admission forms or withdraw your name from the pre-admission list. The \$100 registration fee will be due at the time of actual admission.

Acceptance is contingent on the following factors:

- Space available in each class after current families have re-registered
- Academic records
- Interview with Principal and/or Assistant Principal

Please remember to inform us of any information changes (i.e. address, telephone). If we cannot contact you when a space is available, you will be removed from our list. If you are not accepted, your name will be moved to the next school year's pre-admission list.

We will not be able to tell you your place on our pre-admission list because of the four-tiered acceptance priority. We also can not share with you the number of available openings because this is also subject to change due to possible student retention and the registration of siblings.

Thank you for considering Holy Cross Academy for your child. If you have any questions, please call the school office.