

# *Mother Brunner Catholic School*

## **Admissions Procedure for New Applicants**

- 1. Completed and submit the admissions application packet to the school office:**
  - Student Admissions Application Form
  - Principal/Teacher Recommendation Form
  - Mid-Year Release of Records Form
  - Copy of Most Recent Report Card
  - Copy of Most Recent Standardized Test Scores
  - Registration Paperwork
  - Tuition Paperwork
  
- 2. Admissions Testing/Screening:**
  - The school office will notify parents/guardians of their child's scheduled date and time of testing once the admissions application packet has been received.
  - A Testing fee of \$25 per student is due on or before the scheduled testing date for students entering grades 1-8.
  
- 3. Admission Decision/Confirmation:**
  - Student must be in good financial standing with current school.
  - Decisions are made and parents are notified usually within 20 days of completing the application process. The administrators review the results of the screening as well as the student's academic, behavior, and other records to make the admissions decision.
  
- 4. Accepted Students - Complete Registration for Admitted Students**
  - Pay Non-Refundable Family Registration fee of \$250.00
  - Final Release of Records/Tuition Commitment Form – sent with acceptance letter
  - The registration process must be completed within 5 days of acceptance to guarantee the student's placement in the 2017-2018 school year.