

# Mount St. Michael Catholic School Admissions 2014-2015 New Applications Being Accepted Opens January 10, 2014 Deadline February 23, 2014



Mount St. Michael Catholic School (MSMCS) recognizes that, "Parents are the principal and first educators of their children" (CCC 1653). We are honored that you would consider MSMCS to partner with you in the formation of your children.

Enrollment in Mount St. Michael Catholic School is a two-fold process of **1)** application for admissions and **2)** registration following acceptance for admissions. Below is a list of dates important to this process.

- January 10-February 23, 2014, Applications Accepted
- February 23, 2014, Application Deadline for 1) Admissions and 2) for Tuition Assistance (*if applicable*)
- March 7, 2014, Letters of Acceptance Mailed with Registration Information
- April 1, 2014, Tuition Assistance Letters Mailed
- April 25, 2014, for those Accepted, Enrollment Documentation & Fees Deadline
- May 6, 2014, 7:00-8:30 pm 2014-2015 New Parent Orientation
- August 4-8, 2014, Transition School required for students entering 4th-8th grades
  - August 4-5, 8:30 am-3:00 pm Latin with Mrs. Carol Weberg (students bring lunches)
  - August 6-8
    - 8:30-11:30 am Latin with Mrs. Carol Weberg
    - 11:30 am Lunch (students bring lunches)
    - 12:00-3:00 pm Excellence in Writing with Mrs. Marianne Telepak

The information below is designed to give you an overview of the application for admissions process. If at any time you have questions or need for clarification, please do not hesitate to contact Mrs. Frances Cedillo, Admissions Coordinator & Executive Assistant to the Principal, at [f.cedillo@msmcatholic.org](mailto:f.cedillo@msmcatholic.org) or call 214-337-0244.

*[Click Here](#) for a printable version of these instructions for reference throughout this process.*

## The Application for Admissions Process

The following is to be completed and Submitted by February 23, 2014:

- **Parents attend an "Admissions Coffee", we prefer both parents attend**
  - 8:00 am-10:00 am: School Mass, Information Session with the Principal, School Tour, Q&A
  - Dates: January 14, January 28, February 4, February 18.
  - Contact Mrs. Frances Cedillo ([f.cedillo@msmcatholic.org](mailto:f.cedillo@msmcatholic.org), 214-337-0244) to reserve your space on the date most convenient.
  - In order to receive the greatest benefit from "Admissions Coffee", we ask parents not bring young children.
- **Complete Online Application** (*see below*)
- **Complete Online Tuition Assistance Application** (*if applicable, see below*)  
*NOTE: Requires completed 2013 tax return and 2013 W2's*
- **Complete Supplemental Application Forms** downloaded
  - [Written Interview Form](#) completed by each parent/guardian
  - [Homeroom Teacher Recommendation](#) for each child entering 1st-5th grades
  - [Request for School Records Form](#) sent to current school for each child entering 1st-8th grades
  - [English Teacher Recommendation](#) for each child entering 6th-8th grades
  - [Math Teacher Recommendation](#) for each child entering 6th-8th grades
- **Provide Documentation** (see applications for grade appropriate documentation) These documents are common to all:
  - Birth Certificate
  - Immunization Records (must be in compliance with the Texas State Health Department)
  - Sacramental Records (*Baptism, Reconciliation, Eucharist, Confirmation - as applicable*)
  - Custody Agreement (*if applicable*)
  - Diagnostic Testing (*if applicable*)
- **Pay \$60 per child Application Fee** paid online upon submission of application (*non-refundable*)
- **Schedule the following** by contacting Mrs. Frances Cedillo, Admissions Coordinator, ([f.cedillo@msmcatholic.org](mailto:f.cedillo@msmcatholic.org), 214-337-0244)
  - Placement Testing for students entering PK-8th
    - Placement Tests are administered on all Fridays in February.
    - Preschool & Kindergarten placement tests take place in one-on-one 30-45 minute sessions
    - 1st-8th grade placement tests take approximately 2-3 hours

- NOTE: Students who took the IA (Iowa Assessments) and CogAT (Cognitive Ability Test) at their current school since September 1 are to provide the results of those tests in lieu of taking the MSMCS placement test.
- Class Visit for students entering the 2nd-8th grades
  - on the same day as students take the placement test
  - provides student an opportunity to experience MSMCS
  - provides teacher an opportunity to observe the student in the classroom environment
- Parent Interview with the Principal - NOTE: all of the above must be completed prior to the interview taking place.
- *NOTE: If the child is transferring from another Catholic school, MSMCS will contact the principal of the school from which the student is transferring for a reference.*

### **Creating an Online Application**

- To begin the Online Application process, select [Create an Account](#) from the menu above.
- Then log into your account and **Create A New Student Application** for your child. You will then have the flexibility to log in and out of your account and access an open application.
- After submitting the application, you will be able track online your admissions status at the school by logging into your account. There you will be able to print the completed applications, monitor when the school receives supplemental application forms and documents, as well as reprint the supplemental forms if necessary.

### **Tuition & Fees**

At Mount St. Michael Catholic School we have created a tuition structure that supports families with many as well as a few children.

**2014-2015 Tuition & Fees Schedule to be Posted by January 10, 2014.**

### **Application for Tuition Assistance through FACTS Grant & Aid are Due February 23, 2014**

Families may apply for Tuition Assistance through FACTS Grant & Aid Assessment **starting January 10, 2014**. *A link will be posted at that time.* Please be advised that this application requires that the **2013 W-2**, the completed **2013 Tax Return**, and supporting documetation be faxed to FACTS at 866-315-9264 by 23 February.

**NOTE: Only tuition assistance applications completed by the February 23, 2014 deadline, will be considered for 2014-2015 Tuition Assistance.** "Completed" applications include all online questions answered, the tuition assistance application fee paid, the 2013 W-2 and 2013 Tax Return with supporting documentation faxed to FACTS Grant & Aid on or before the deadline.

*Those applying after the deadline will be considered only if additional funds are available.*

Given limited tuition assistance resources, the school may not be able to meet all demonstrated need for tuition assistance.

Letters notifying families of Tuition Assistance Awards will be mailed no later than April 1, 2014.

### **We Look Forward to Meeting You**

If you have not already done so, please reserve your place at an "Admissions Coffee." We would like to meet you and give you a better understanding of what it means to receive an education from Mount St. Michael Catholic School.

We appreciate your interest, and will assist you any way we are able. If you have any questions, please feel free to contact Mrs. Frances Cedillo, Admission Coordinator, ([f.cedillo@msmcatholic.org](mailto:f.cedillo@msmcatholic.org), 214-337-0244).

May St. Michael guard & guide you,

Mrs. Gretchen Montgomery, MCSL  
Principal

*\*Mount St. Michael Catholic School is a Private Catholic School affiliated with the Catholic Diocese of Dallas. Admission to the school is non-discriminatory based on race, color, gender, national or ethnic origin. The School, as an apostolate of the Christian Community of God's Delight (CCGD), is committed to provide educational opportunities in a Catholic setting to those who qualify and are committed to the philosophy of the School.*