

**APPLICATION PROCEDURES FOR
NEW STUDENTS**
St. Joseph Catholic School
SY 2019-2020

General: St. Joseph Catholic School will accept applications for all new students and families using the following plan.

Procedures: During this application period, new families will complete an online application and pay the \$425 application fee for each student. Application fees will be refunded for families that cannot be accommodated. The online application link can be found on the school's website at www.stjosephtx.org. Current families will find the online application link on their ParentsWeb page.

Families must provide (1) birth certificate (official, not hospital), (2) baptismal certificate, and (3) immunization record.

Within ten days after applying, the following items must be received by the school office for students entering Grade 1-8: (1) school records, (2) new student information sheet, and (3) diocesan school exit form if necessary. Forms for number 1 and 2 can be accessed on the school's website during the application process. Form number 3 must be obtained from your current school office. We will tell you if it is needed.

When the online application is received, the registration process begins when a slot becomes available and is offered. Students will be accepted on a first come, first served basis using the following school placement priority:

1. Children of faculty members;
2. Siblings of returning students;
3. Siblings of alumni; (graduate of 8th grade)
4. Children of alumni; (graduate of 8th grade)
5. Children living with guardians who have SJCS alumni
6. Children of registered families of our seven founding parishes
7. Children of other Catholic families;
8. Children of non-Catholic families who share our values.

Age Requirements: The following age requirements are required for each grade level noted.

1. Pre-K students must be 4 years of age by September 1st of that school year.
2. Kindergarten students must be 5 years of age by September 1st of that school year.
3. First grade students must be 6 years of age by September 1st of that school year.

Parents will be contacted if SJCS can accommodate your child(ren). Students accommodated will be contacted to schedule an appointment for an informal screening. Once the student has completed the screening process, an email will be sent with a link for the parent to begin the online enrollment process. Students not accommodated will be placed on a wait list. This list will be retained and used to offer available class slots as they become available for the current school year. The principal will retain and maintain the official waiting lists.

All student placement and interpretation of policy remains at the discretion of the principal.

Please note: The registration of a new student is a 3 step process:

- Online Application
- Screening at the school
- Online Enrollment