



ST. EDWARD CATHOLIC SCHOOL

2601 Spring Stuebner Rd.
Spring, TX 77389
(281) 353-4570

ADMISSIONS CHECKLIST

Admission to St. Edward Catholic School is a four-step process:

- Application - submit an online application and supplemental forms
- Student Assessment – attend screening as scheduled by the school
- Enrollment - complete the online enrollment packet and any supplemental forms
- FACTS Payment Plan registration – information is provided upon enrollment

In order to expedite the admissions process and secure your student's place for the school year, all supplemental forms must be submitted to our school as soon as possible. A delay in providing the necessary documentation will affect your processing time.

APPLICATION

Only fully completed applications will be accepted and reviewed. Where applicable, submit one copy of each of the following:

- Birth Certificate
- Baptismal Certificate – if sacrament received
- First Communion Certificate – if sacrament received
- Two report cards for 2nd grade and higher (PK through 1st grade applicants need only one) –
 - previous school year's final report card, and
 - current school year's progress report or term report card
- Standardized Test Scores – at least one standardized test score from a prior school year (not applicable for PK)
- Two student recommendation forms – Parent(s)/guardian(s) must follow-up with the student's teachers to ensure submission of recommendations in a timely manner. Hand delivered recommendations will not be accepted.
- Immunizations – All students must demonstrate compliance with the Texas Department of State Health Services' requirements. A copy of the student's most recent immunizations must be submitted to the school and must be signed/stamped by the doctor's office. (no exceptions)
- Legal Decrees – Families with custodial arrangements must submit a *full, Court-certified copy* of their legal decree and any subsequent orders of modification, including protective orders (where applicable).
- Release of School Records – Complete and return a records request form to St. Edward Catholic School directly (one request form for each school attended). Forms are available online and can also be requested from the Registrar.

The following additional forms are included in the application packet:

- Potty-Training contract and Behavior contract – preschool applicants only
- TB Questionnaire – one form per student

STUDENT ASSESSMENT

The purpose of the student assessment is to gauge the student's readiness for their respective grade. Our Admissions staff will contact the family upon receipt and review of the student's application.

- Preschool and Kindergarten screening –
 - Child is potty-trained (no exceptions)
 - Meets the Texas Legislature and Texas Education Code age-eligibility requirement (no exceptions)
 - PK3 - 3 years old on or by September 1st of the current school year
 - PK4 - 4 years old on or by September 1st of the current school year
 - K - 5 years old on or by September 1st of the current school year
 - Can follow directions and is socially ready to participate in a full day classroom environment



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- K – 8th grade assessments – Students entering K- through 8th grades will be assessed to determine their readiness for the applied grade. Assessments can include a reading, writing, and mathematics component and are grade-level appropriate. Exceptions to these assessments are at the principal's discretion and may be determined by the information provided in the student's application (including report card grades, test scores, conduct grades, and teacher recommendations). *We highly recommend providing as much information as possible on the student application.*

ENROLLMENT

Upon acceptance to St. Edward, the family is invited to register their student for the corresponding school year. An electronic invitation is sent to the email on file with a link to the online enrollment packet. Payment of the enrollment fee is due at this time.

FACTS TUITION PAYMENT PLAN

Parents/guardians are required to register for a FACTS payment plan. Payment plans allow families to manage their schooling expenses (tuition, fees, and incidentals) and is our school's mandatory form of payment. Further instructions are sent upon completion of the online enrollment packet.

Families are welcome to call our school office at any time to find out more about the admissions process.

We look forward to receiving your application and welcoming you to our St. Edward Catholic School family!