

Application Process and Checklist for Kindergarten – Twelfth Grade

Admissions Process

1. Complete the **Application for Admission** and **Release Records** form and return information to the Enrollment Office, Holy Cross Regional Catholic School.
2. Schedule an assessment test appointment.
3. **Complete the assessment testing.** The admissions team will review the student's completed file to determine admission and placement. A one-time \$50.00 non-refundable assessment/placement fee is required per child. International students will be assessed for placement upon arrival and enrollment to Holy Cross School.
4. Parents will be notified regarding the results.
5. Upon acceptance, an annual \$300.00 non-refundable registration fee will be assessed.
6. No student will be enrolled or permitted to begin school without confirmation from the Finance Office indicating that all financial obligations are in order.
7. Families applying for financial assistance must complete the **FACTS financial aid application.**

Parent Checklist

1. Completed application for admission
2. One-time \$50.00 Assessment/testing fee per student
3. Copy of student previous school(s) academic records (includes grades, attendance, and discipline history)
4. Grading code/key for transcript review
5. Copy of student standardized Testing Records
6. Information and testing regarding any special needs (such as gifted program, psychological testing, counseling, speech and language therapy, occupational therapy, IEP, 504, etc.)
7. Complete immunization records and recent (within 6 months) physical examination record
8. Copy of Birth Certificate
9. Copy of Baptismal Certificate
10. Annual \$300.00 non-refundable registration fee per family

Additional Information for International Students and Non-U.S. Citizens Only

1. Requirements for the INS Document I-20 include:
 - Bank statements indicating financial ability
 - Academic credentials indicating English ability
 - Name and address of U.S.A. parent, relative, or guardian housing student
2. Application materials required (school records, health records, health insurance, financial records) must be submitted/translated in English
3. A 400 word essay, *Why I want to attend Holy Cross Catholic School and study in the U.S.A.*, must also be included in application materials