

## Admissions Procedures Pre-K through Grade 8

The process of admission is meant to be thorough enough to give the Admissions Committee sufficient information to assess each student's educational needs. The Admissions Board cannot make a final decision on an applicant until the application file is complete. Admissions decisions will be mailed.

Designated forms must be returned to IC within 10 days of acceptance notification to hold a seat.

The Admissions process will include the following:

**Completed Admissions Application**

*Pre K and K need the following:*

Birth Certificate, Baptismal Certificate, Physician's Report (must be current year, 2012), Tuition Preference Form and Registration Fee to be complete

**School Report Cards**

Include last year's report card and report card through most recent marking period of this year for Grades 1-8. Include IEP plans and any special needs.

**Student/Parent Interview**

An interview for students in Grades Pre-K through Grade 8 will be conducted with the Principal. Any special circumstances will be discussed.

**Class Visitation (Required for Grades 5-8)**

The school secretary will contact parents to schedule visit for students in Grades 5-8 once the application has been evaluated.

**Achievement Test Assessment**

We may accept achievement test results or MCAS.

Kindergarten evaluations will be conducted after acceptances are sent out. Kindergarten acceptance is contingent the completion of the evaluation. The evaluations insure that Immaculate Conception can meet the child's needs.

### ADMISSIONS COMMITTEE

The Admissions Committee shall consist of the Pastor and the Principal, in consultation with faculty and staff. Once admissions procedures have been completed, the Committee shall meet to choose students to fill available spots.

After an academic appraisal which assures that student needs can be met in this setting, after a determination that student and parent are open and willing to pursue faith formation, and after an appraisal which assures that physical and emotional needs can be met in this academic setting, preference for admission will be given to:

1. A candidate with Immaculate Conception Parishioner status and a sibling already enrolled
2. A candidate with Parishioner status at an area Catholic parish and a sibling already enrolled
3. A candidate with a sibling already enrolled
4. A candidate with Immaculate Conception Parishioner status.
5. A candidate with Parishioner status at an area Catholic parish
6. Children of alumni
7. Open spots according to availability

The Admission policy will be effective for the 2012-2013 School Year.