



## **Admissions Packet 2019-2020**

### **Our Mission:**

We exist to promote Gospel Values;  
To serve the People of God and to foster a community centered in the Holy Spirit;  
and provide for the spiritual, intellectual, social and emotional growth of each student.

2019-2020

Dear Parent / Guardian,

Thank you for your interest in St. Mary's Cathedral School. We offer an exceptional and well-rounded faith-based education in a family-oriented environment rooted in an 80-year tradition of excellence.

We are here to help and guide you through the steps for admissions to SMCS. Enclosed within this message are important details and instructions that will help ensure a smooth and efficient application process.

Enclosed are the following documents:

- Admissions Checklist for Parents
- Forms to be taken to your child's current school:
  - a. Release of Records Form
  - b. School Evaluation Form
- Tuition Rates Flyer
- Affording a Catholic Education Flyer

To start the application process:

1. Please submit an Online Admissions Application (found at <http://bit.ly/smcsadmissions>).
2. Visit our office and bring:
  - a. all the documents listed on the enclosed checklist
  - b. your \$25 application fee

Once all items are received, the admissions committee will review the file and the office will contact you when a decision has been made.

Please read through all the documents carefully. Should you have any questions or need further information, please feel free to contact our Admissions Office at 305.795.2000 or you can email [admissions@stmarycathedralschool.org](mailto:admissions@stmarycathedralschool.org). Ask for Maria Nieves or Roger Maurice.

We wish God's blessings on you and your family.

Sincerely,

***Your SMCS Admissions Team***



# ST. MARY'S CATHEDRAL SCHOOL

## Admissions Checklist 2019-2020

### Admissions Checklist - Grades K – 8

	Online Admissions Application
	Application Fee \$25
	School Evaluation Form
	Release of Record Form
	Most Recent Report Card
	Prior Year Final Report Card
	Transcript (Academic History – All Years)
	Entrance Exam
	Family Interview
	Psycho-educational Evaluation (ESE Student Only)
	I.E.P. (ESE Student Only)
	<b>NEED AT TIME OF REGISTRATION IF ACCEPTED:</b>
	Scholarship Award Letter
	Birth Certificate
	<input type="checkbox"/> Baptism / <input type="checkbox"/> Comm. Certificate
	Original Physical (School Entry) Form
	Original Immunization Form
	Proof of Legal Guardianship (if applicable)

### Admissions Checklist - Grades PK4

	Online Admissions Application
	Application Fee \$25
	School Evaluation Form
	Release of Record Form
	Most Recent Academic Performance
	Entrance Exam
	Family Interview
	Psycho-educational Evaluation (ESE Student Only)
	I.E.P. (ESE Student Only)
	<b>NEED AT TIME OF REGISTRATION IF ACCEPTED:</b>
	Scholarship Award Letter
	Birth Certificate
	<input type="checkbox"/> Baptism / <input type="checkbox"/> Comm. Certificate
	Original Physical (School Entry) Form
	Original Immunization Form
	Proof of Legal Guardianship (if applicable)



## Request for Release of Records

<b>Name of Applicant:</b>			
<b>Date of Birth:</b>		<b>School Year Applying For:</b>	20____ - 20____
<b>Entering Grade:</b>	<input type="checkbox"/> K <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6 <input type="checkbox"/> 7 <input type="checkbox"/> 8		
<b>Current School:</b>			

To allow the applicant named above to be considered for admission to St. Mary's Cathedral School, I/We authorize the release of our child's records as requested by St. Mary's Cathedral School. I/We release every person and or institution from any and all liability resulting from or pertaining to the furnishing of records, documents, and other information provided to St. Mary's Cathedral School for that purpose. I/We will not seek access to confidential recommendations and evaluation materials before and or after the admission decision is made.

<b>Parent/Guardian Name:</b>			
<b>Parent/Guardian Signature:</b>		<b>Date:</b>	

<b>RECORDS TO BE RELEASED:</b>
<input type="checkbox"/> Most recent Report Card indicating conduct and effort grades for all completed quarters <input type="checkbox"/> Final Report Card from previous two (2) school years <input type="checkbox"/> Standardized Test Scores (i.e. ITBS, Terra Nova, MAPS, PSAT, FSA, Stanford Achievement, etc.) <input type="checkbox"/> Discipline Records <input type="checkbox"/> Attendance Records <input type="checkbox"/> School Evaluation Form (see attached form)

**The above listed official sealed documents and this completed form are to be released to:**

St. Mary's Cathedral School - Admissions Office  
 7485 NW 2<sup>nd</sup> Avenue  
 Miami, FL 33150

**A digital version of these documents and this form may be scanned/emailed to [info@stmarycathedralschool.org](mailto:info@stmarycathedralschool.org) or faxed to 305.795.2013 as confirmation that the official documents are being mailed.**

**The school releasing the records may keep a copy of this agreement as record of parent/guardian permission.**

<b>School Releasing Records:</b>		<b>Date:</b>	
<b>Registrar/Secretary Name:</b>			
<b>Registrar/Secretary Signature:</b>			



# School Evaluation Form

<b>Name of Applicant:</b>			
<b>Date of Birth:</b>		<b>School Year:</b>	<input type="checkbox"/> 2019-20 <input type="checkbox"/> Other:
<b>Current School:</b>			
<b>Applying for Grade:</b>	<input type="checkbox"/> PK <input type="checkbox"/> K <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6 <input type="checkbox"/> 7 <input type="checkbox"/> 8		

Dear Administrator: The above-named applicant has applied for admission to St. Mary's Cathedral School. Our school has a demanding academic curriculum and expects each student to demonstrate good citizenship and effort. These factors should be considered in your evaluation of this student. Your opinions are an important part of this students' application profile. Thank you for your time and candid responses on behalf of this student. This form will only be used in the admissions process. Please compare this student to other members of his/her class.

**EVALUATION:** Your estimate of the applicant will be invaluable assistance to our administration. Please rate this applicant in the following areas by checking the appropriate box.

Areas	Excellent	Above Average	Average	Below Average	Not Observed
Academic Ability					
Sense of Responsibility					
Integrity					
Conduct					
Extra-curricular Activities					
Attendance:	<input type="checkbox"/> Perfect <input type="checkbox"/> Good <input type="checkbox"/> Satisfactory <input type="checkbox"/> Excessive Absences				
Do parents support school policies?	<input type="checkbox"/> Yes <input type="checkbox"/> No				
Do you recommend this student for admission?	<input type="checkbox"/> Highly recommend <input type="checkbox"/> Recommend with reservation <input type="checkbox"/> Recommend <input type="checkbox"/> Do not recommend				
Is there anything you prefer to discuss by phone?	<input type="checkbox"/> Yes <input type="checkbox"/> No				
Phone #		Best time to call:			
Notes / Remarks:					

<b>Name of Person completing Form:</b>		<b>Title:</b>	
<b>Signature:</b>		<b>Date:</b>	

***\*Send directly to the school by email, fax, or mail. Thank you.***