

THE APPLICATION PROCESS

1. **COMPLETE THE ON-LINE STUDENT APPLICATION:** Complete the on-line student application with a \$100 non-refundable check (mailed to the school)
2. **MEET THE PRINCIPAL:** Schedule a tour with the Principal (Email ~ pmcnabb@olmschool.org)
3. **MEET THE PASTOR:** Schedule a meeting with the Pastor or Associate Pastor (please bring a letter of recommendation from the Pastor of your Parish of registration along with this [PRE-ADMISSION PRIEST INTERVIEW FORM](#)). (Email ~ pastor@olmparish.org)
4. **SUBMIT THE PAPERWORK** ~ to the school office as follows:

ALL STUDENTS ~

- Baptismal & Sacramental Records
- Immunization & Medical Records
- A copy of the original Birth Certificate
- Transcripts including Report Cards
- Signed copy of the “[TUITION RATES, FEES & POLICIES](#)” form.
- Recommendation from last teacher of record (if any)
- Proof of legal guardianship (when applicable)
- Copy of IEP/504/Student Support Plan (if any)

6TH TO 8TH GRADES ~

- Latest standardized test scores
- Teacher recommendations from latest English and Math teacher (sent directly to the Principal)

5. **SCHEDULE A SHADOW DAY** (not required for Pre-K students): Please contact Admissions to schedule a date. (Email: office@olmschool.org)

ACCEPTANCE AND NOTIFICATION PROCESS

Once you've completed the application process, the Principal and Pastor will evaluate your application. A letter of acceptance will be sent to you indicating whether your child(ren) has been accepted. Acceptance letters are sent out by the Principal in April.

IMPORTANT INFORMATION UPON ACCEPTANCE:

- Once accepted, **7th – 8th grade students** will be required to take a math placement test in May. (The school will contact you with dates/times)
- Screening for **Kindergarten** (1/2 hour) occurs in the March/April timeframe. (the school will contact you with dates/times)
- Students entering the **Pre-K program must be completely toilet trained.**
- If accepted, the school must receive a \$250 non-refundable registration deposit check within a two-week period. \$225 will be applied towards tuition and the remaining \$25 is a processing fee. Failure to receive payment in this time frame may result in the forfeiture of your child's acceptance.

ORDER OF ACCEPTANCE

THE FOLLOWING PRIORITY IS GIVEN TO APPLICANTS:

- Present enrollment Pre-K – 8th grade
- Siblings of enrolled students
- Our Lady of Mercy Parishioners
- Catholics
- Non-Catholics