



St. Theodore Holy Family Catholic School

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Mrs. Charlotte Kohlenberg, Principal Reverend Aubrey Guilbeau, Pastor

Admissions Overview

Priorities

- Students from families currently enrolled at St. Theodore Holy Family Catholic School.
- Children whose sibling or parent completed the 8th grade at STHFCS.
- Children from St. Theodore Catholic Church parish and students who are transferring from out of town who have a history of Catholic education and whose families have registered in the parish; priorities within this category will be determined by seniority as a registered St. Theodore Catholic Church parishioner or parish from which they were transferred.
- Catholic children from parishes that do not have schools.
- Catholic children from parishes that have schools.
- Children of other faiths.

The only exception to this order of priority is that the principal reserves the right to refuse admission to any student, whether presently enrolled or under consideration for admission, who in the opinion of the principal will not be successful academically or behaviorally at St. Theodore Holy Family Catholic School or whose parents/guardians have not complied with school policies or procedures.

Requirements

Age Requirements:

- Pre-K 3: Must be three (3) years old on or before September 30 of the current school year and must be potty trained.
- Pre-Kindergarten: Must be four (4) years old on or before September 30 of the current school year.
- Kindergarten: Must be five (5) years old on or before September 30 of the current school year.
- First Grade: Must be six (6) years old on or before September 30 of the current school year.

Document Requirements

Copies of the following certificates must be presented at the time of registration:

- State birth certificate – A copy to be kept by the school
- Baptismal certificates (Catholics only) A copy to be kept by the school
- Immunizations record - A copy to be kept by the school
- Official transcript of previous grades, test scores, and medical information.

In the event of court ordered custody, the custodial parent/guardian will furnish the school with a copy of the court order establishing custody.

Health Record

State law requires that all children attending day care or elementary school be immunized and that proof of this immunization be on record in the school office or parents must fill out the appropriate form stating otherwise. Every student enrolled in STHFCS must have a health record provided by Calcasieu Parish Health Department on file in the school office. All health records must be up-to-date and on file in the school's office by the first day of school. Children will not be permitted to remain in school if these records are not provided. A student shall provide satisfactory evidence of current immunization against meningococcal disease, and any other age appropriate vaccines, as a condition of entry into sixth grade. Further, any student who has attained the age of eleven years or who is entering a grade other than grade six shall provide satisfactory evidence of current immunizations against meningococcal disease and any other age appropriate vaccines as a condition of entry into that grade.

Eligibility

- Students' educational needs and school history are considered in determining eligibility for enrollment.
- Students who have been home-schooled could be accepted with conditions.
- Students who have been expelled from any school or who are currently under suspension from any school are not eligible for enrollment.
- Students who are under any other disciplinary action from any school are not eligible for enrollment.
- Information provided to the school is verified. False or misleading information given can result in an invalid registration and the student being asked to leave.

Transfers within the Diocese

The transfer of a student from one Catholic school to another within the diocese can be effected only after the principals and/or pastors of the schools involved in the transfer have consulted and agreed to the transfer. This applies only when there is no change of domicile by the parents.

In cases where a student registers at a Catholic school other than his or her own parish school, the family is responsible for payment of any out-of-parish subsidy.

During the process of registration at an interparochial school, each of the proprietary pastors shall receive a list of registrants from his parish. Admission of these students shall not be finalized until they have been approved by the pastor.