

SCHOOL POLICIES

I ADMISSION AND TRANSFER OF STUDENTS

ADMISSION

Grades PK3 to 8

1. Children entering PK3 must be three years of age on or before September 1st.
2. Children entering PK4 must be four years of age on or before September 1st.
3. Children entering Kindergarten must be five years of age on or before September 1st.
4. Children entering First Grade must be six years of age on or before September 1st.
5. Children entering Grade Six are received on a probationary basis until the end of the first trimester. Then they may be formally accepted if conditions warrant acceptance.
6. Children entering Grade 7 and Grade 8 must be transferring from another Catholic school.
7. Non-Catholic children are admitted to Saint Anselm School as space becomes available. These students are required to take classes in all academic areas including Religion. These children attend all liturgical celebrations.
8. Parents of all new students for Grades 2 to 8 will meet with the principal at the time of registration for a pre-admission interview.

Required for Registration of New Students Grades PK3 to 8

The following documents and records **must** be presented at the time of registration:

1. Birth certificate
2. Baptismal certificate if baptized in a parish other than Saint Anselm
3. Immunization records from the doctor
4. Child's Social Security Card
5. A copy of the child's most recent report card from the school in which the child is currently enrolled
6. Any other pertinent information that may relate to the child's achievement in a school setting
7. Whenever there is a family situation involving either divorce or separation, a copy of the court order must be presented for the office file.
8. The published nonrefundable registration fee per child
9. At the end of the academic year, a transfer document must be presented to Saint Anselm School from the student's former school.

Please note:

No registration will be taken if any of the above documents and records are not presented at the time of registration.

RE-REGISTRATION

Re-registration for the following academic year for students already enrolled in Saint Anselm School takes place in March of each year. At this time of re-registration a nonrefundable fee is required.

TRANSFER

A parent or guardian of a student who transfers from Saint Anselm School to another school must complete a transfer request in the main office. A transfer form for the new school will be presented to parents at this time if all fees and tuition have been paid in full. When the parent or guardian presents the transfer to the receiving school and registers his/her child, the receiving school will request student records from our school. These records will be **mailed** to the receiving school. **Due to the integrity of student records, all records are mailed to receiving schools.** It is a school policy that records not be given to parents/ guardians for hand delivery to the receiving school.

CHANGES IN ADDRESS AND/OR TELEPHONE NUMBER

It is necessary for parents/guardians to notify the homeroom teacher and the school office concerning any change in address and/or telephone number whether it be a change at home or place of employment. This should be done as soon as changes are made. This is very important both in case of emergency and in keeping our records up-to-date.