



# ST. CLETUS CATHOLIC SCHOOL

## 2024-2025 Elementary

### Application, Admission and Registration Process and Timeline

St. Cletus Catholic School does not discriminate on the basis of race, color, national or ethnic origin, or disability in violation of state law and federal law or regulation in the administration of its educational policies or programs. The information provided in the application process will not be used for any unlawful discriminatory purpose.

The process for students awarded the Louisiana Scholarship for Educational Excellence (LSP) can be found at (hyperlink website or print the website).

### **ORDER OF ACCEPTANCE FOR OTHERWISE QUALIFIED APPLICANTS**

**St. Cletus Parish/School typically accepts students according to the following categories:\***

1. Children of territorial parishioners who are deemed active by the pastor;  
Siblings of current St. Cletus Parish/School students;\*\*
2. Children of non-territorial parishioners who are deemed active by the pastor;
3. Children of St. Cletus Parish/School Alumni or legacy families as determined by the pastor;
4. Children of territorial parishioners of a parish without a school or no room in their territorial parish school who are deemed active by their pastor;
5. Children of non-territorial parishioners of a parish without a school or no room in their territorial parish school who are deemed active by their pastor;
6. All others - including inactive parishioners, non-Catholics, etc.

NOTE: In the case of a student transferring from another Archdiocesan Catholic school, before granting admission, the principal will assess the status (academic, financial obligations, and disciplinary) of the student by conferring with the previous principal.

\* Meeting the above criteria does not guarantee automatic acceptance.

\*\* Being a sibling and/or a parishioner does not guarantee automatic acceptance.

### **GRADE ELIGIBILITY** (LIST as specific to your school)

### **GRADE /AGE ELIGIBILITY** (LIST as specific to your school)

**Pre-K 3-** children must be age three by September 30.

**Pre-K 4** children must be age four by September 30.

### **FEE POLICY**

**I understand that all fees paid are non-refundable regardless of acceptance as a student by St. Cletus Catholic School. Once a child has been accepted, all fees shall be applied to registration are non-refundable and non-transferable to any other child/student/applicant.**

**Applications and if applicable, registration, will not be processed without receipt of all required information and payment of fees.**



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CATHOLIC SCHOOL

### **TIMELINE**

#### **NOVEMBER 2023- JANUARY 20, 2024**

Optional Attendance at Admission/Recruitment events (open houses, tours etc.)

#### **DECEMBER 2023**

**December 1:** NEW Student Applications (NEW family & siblings of current students) opens

Completed New Student Applications can be submitted beginning December 1 through January 20, 2023. After January 20, there is rolling admission.

All required components of the Application must be submitted to be considered complete. School officials may schedule and conduct Interviews of New Applicants as soon as a completed application is received.

#### **JANUARY 2024**

**January 8:** Returning Student Registration Opens

**January 26:** Returning Student Registration Closes

**February 7:** New Student Application period closes (NEW family & siblings of current students)

**February 8:** School Deadline for completion of Interviews and/or Academic Assessments or other required components specific to our school for New Student Applicants, including NEW family & siblings of current students).

#### **FEBRUARY 2024**

**Week of February 8:** Admissions Notifications communicated



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### **HOW TO SUBMIT YOUR APPLICATION:**

All Applicants for Admission to St. Cletus Catholic School for the 2023- 2024 Academic School Year will be submitted (online option if applicable to your school) or (describe succinctly how the Applications should be received, hand delivered or by mail received) beginning December 1, 2022. Add website Address for your online application if applicable and date available, or Add information about how to obtain an application from your school here if not online

### **APPLICATION CHECKLIST (SPECIFIC TO EACH SCHOOL)**

1. Application (Completed, **Signed** and Submitted online or as otherwise required by your school)
2. Authorization and Release of Records/ Form (Completed, **Signed** and Submitted online or as otherwise required by your school)
3. Required Records:
  - Scan or Copy of Birth Certificate (Submitted online or as otherwise required by your school)
  - Scan or Copy of Social Security Card (Submitted online or as otherwise required by your school)
  - Scan or Copy of Baptismal Certificate, if applicable (Submitted online or as otherwise required by your school)
  - Scan or Copy of First Communion Certificate, if applicable (Submitted online or as otherwise required by your school)
  - Scan or Copy of Updated Immunization Record (Submitted online or as otherwise required by your school)
  - Scan or Copy of Parents' Driver's License (Submitted online or as otherwise required by your school)
  - Scan or Copy of Most Recent Report Card (2023-2024) (Submitted online or as otherwise required by your school)
  - Scan or Copy of 2023-2024 Report Card (Submitted online or as otherwise required by your school)
  - Scan or Copy of Standardized Test Scores (3rd - 7th Grades)
  - Scan or Copy of Academic Records (Submitted online or as otherwise required by your school)
  - Scan or Copy of current Custody Record, if applicable (Submitted online or as otherwise required by your school)
  - \*\*Any other record or form required by your school (Submitted online or as otherwise required by your school) (\*\*must be pre-approved by Legal Office)
4. Application Fee (Paid online or as otherwise required by your school)
  - Acknowledgement of Fee Policy/Form (Completed, **Signed** and Submitted online or as otherwise required by your school)