



St. Monica Catholic School

Admissions - Supplemental Forms Required

Applications are considered incomplete unless all the applicable items listed on this are complete.

The three items listed below must be submitted with your application. They may be scanned and attached to the online application or they may be turned in to the Admissions Office.

1. Copy of applicant's **Birth Certificate** from Bureau of Vital Statistics
2. Copy of applicant's **Baptismal Certificate**, if Catholic
3. **Immunization Record** (provided by child's physician). Must include month, day and year of each immunization and health care provider's signature or stamp. ***St Monica Catholic School does not accept any type of waivers for students who have not been immunized according to Texas immunization guidelines - no exceptions.*** [Texas Department of Health Immunization Guidelines](#)

The two items listed below you will need to initiate, in order to consider your application as complete.

1. **School Records / Transcripts Request (K-8)** - previous school records/transcripts must include information pertaining to all prior grades, including report cards with conduct and attendance records and Standardized Achievement Test Results [Transcript Release Form](#) (***form must be signed and sent to your child's current school by you***). Your current school will then send the transcripts directly to St. Monica.
2. **Recommendation Requests Forms** - Recommendation forms from Principal/Head of School and a current teacher, this must be set up in the application in order to submit the application.

Required recommendation forms are as follows:

- **Preschool through Kindergarten Applicants:**
 - Principal or Head of Current School
 - Preschool - Kindergarten Current Teacher
- **1st through 5th Grade Applicants:**
 - Principal or Head of Current School
 - 1st - 5th Grade Current Teacher
- **6th through 8th Grade Applicants:**
 - Principal or Head of Current School
 - 6th through 8th Grade Current Math Teacher
 - 6th through 8th Grade Current English Teacher

If applicable:

- Diagnostic Evaluation / Assessment, (such as Psycho-educational Evaluations), completed within the past 3 years
Add transcript form to this



Admission Check List

(All information (if applicable) must be in your child's file before any decision can be made)

Preschool:

- Application
- Birth Certificate
- Baptismal Certificate (if applicable)
- Immunization Record
- Teacher Evaluation (if applicable)
- Student Records (if applicable)
- Admission Testing

Kindergarten:

- Application
- Birth Certificate
- Baptismal Certificate (if applicable)
- Immunization Record
- Teacher Evaluation (if applicable)
- Student Records (if applicable)
- Admission Testing

1st – 5th Grade:

- Application
- Birth Certificate
- Baptismal Certificate (if applicable)
- Immunization Record
- Teacher Evaluation
- Student Records
- Admission Testing



Admission Check List

(All information (if applicable) must be in your child's file before any decision can be made)

6th – 8th Grade:

- Application
- Birth Certificate
- Baptismal Certificate (if applicable)
- Immunization Record
- English Teacher Evaluation
- Math Teacher Evaluation
- Student Records
- Admission Testing