



## **REGISTRATION AND ADMISSION PROCEDURES**

### **GRADES KINDERGARTEN THROUGH 8**

The following components will be used to determine final acceptance to Holy Spirit School.

1. Completed School Registration Form
2. The following paperwork must be supplied:
  - a. Copy of birth certificate
  - b. Copy of current immunization record
  - c. Social Security number on Registration Form
  - d. Copy of Baptismal certificate (if Catholic)
  - e. Copy of custody papers (if separated or divorced)
  - f. Copies of report cards from past three years (not applicable to Kindergarten)
3. School staff may contact the student's present school to acquire and verify information regarding academic areas, conduct, effort and attendance. A signed release form will be needed.
4. All new families must be interviewed by the principal. The principal must approve each student's admission. All new student acceptances are on a probationary basis.
5. Students in grades 1-8 will be required to take a diagnostic test in mathematics and reading. The test results will be used to determine the best placement for the student.
6. Kindergarten screening will take place in April. You will be notified with an appointment date and time.

### **COMPLETION OF ADMISSION PROCEDURES**

1. Families will be notified when the student is accepted to Holy Spirit School.
2. All families who are not eligible for Ohio's Ed Choice scholarship and are in need of financial assistance should apply for Diocesan Tuition Assistance. To be considered, you **MUST** complete the on-line application at [www.factstuitionaid.com](http://www.factstuitionaid.com)
3. Holy Spirit School accepts Ohio's Ed Choice scholarship but the scholarship application process cannot begin until your child has been accepted at our school. Our school staff will provide you with more information.
4. Holy Spirit School accepts all students on a probationary basis. We do all we can to help your child adjust to our surroundings and curriculum. It is important for your child to be cooperative in his/her schoolwork and behavior. Continued behavior issues may result in your child being asked to withdraw. After a trial period of one academic quarter, we re-evaluate to make sure that our program is appropriate to meet your child's needs.
5. Contact the school office with any questions: 614-861-0475. Preferred times to call are between 8:30am and 1:30pm