

# ADMISSIONS PROCEDURE AND FORMS

## NEW ENROLLMENT

1. Fill out Application Form for Admission and schedule interview, tour, and appointment with appropriate school.
2. Submit a non-refundable \$10.00 application fee along with Application Form and Photo.
3. All entering students are evaluated by Loretto Academy administration through an interview/visit process. Students entering 6<sup>th</sup> through 10<sup>th</sup> grade are required to take an Admissions Exam. The Academy reserves the right to place a student in the grade or class group, that it feels will be most beneficial to the student and the Academy. Parents/guardians will be notified by the appropriate school whether or not their child has been accepted into Loretto Academy.
4. All applicants for Pre-Kindergarten - 3 class, should have turned 3 years old by September 1, and must be potty trained.
5. All applicants for Pre-Kindergarten - 4 class, should have turned 4 years old by September 1.
6. All applicants for the Middle and High School (6<sup>th</sup> through 12<sup>th</sup> grade) must provide three completed Confidential Teacher Evaluation Forms. Elementary School applicants (1<sup>st</sup> through 5<sup>th</sup> grade) must provide one completed Confidential Teacher Evaluation Form.
7. A copy of a current report card, final grades, standardized test results (Iowa or STAAR), immunization record, and birth certificate must be submitted to the appropriate school.
8. Upon acceptance, parents/guardians will receive an e-mailed with the instructions regarding our online registration. A NON-REFUNDABLE AND NON-TRANSFERABLE, tuition deposit is due at this time.
9. Tuition is payable as scheduled in the Student Admissions Contract. Please READ THE STUDENT ADMISSIONS CONTRACT CAREFULLY.
10. Immigration Law: Students coming from a foreign country must have a visa with them each day. A Form I-20 must be filled out and submitted to the U.S. Consulate office in Cd. Juarez.

### NONDISCRIMINATION POLICY

Loretto Academy admits students of any race, creed, color, national and ethnic origin.

### FOR MORE INFORMATION, CALL (915) 566-8400

- Lily Miranda                      Admissions Office
- Jane German                      Elementary School
- Abe Ramirez                      Middle & High School
- Ricardo Enriquez                Business Office

***LORETTO ACADEMY BUSINESS HOURS: 7:30 A.M. – 4:00 P.M.***

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