



# St. Mary Catholic Secondary School

## Pre-Admission Application Package

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Thank you for your interest in attending St. Mary Catholic Secondary School. Students wishing to enroll at the school must complete the attached package prior to meeting with a school administrator and guidance counsellor. The steps to complete this package are as follows:

1. Please complete the attached **Pre-Admission Application Package**.
2. Obtain and attach the following documents with this package:
  - Birth Certificate or Baptismal Certificate (*Photocopy only*)(*If not born in Canada, proof of Citizenship is also required*)
  - Proof of Residency (*i.e. tax or utility bill, lease*)
  - Official Transcript from last school attended (*not applicable for grade 8 students*)
  - Academic Counselling Summary from last school attended (*not applicable for grade 8 students*)
  - Attendance Record from last school attended (*not applicable for grade 8 students*)
  - Most recent Report Card
  - Results of the Ontario Secondary School Literacy Test (*if applicable*)
  - Proof of Community Service hours earned to date (*if applicable*)
  - Immunization Record (*if currently living outside of Durham Region*)
  - Proof of Custody (*if applicable*)
  - Copy of IEP, IPRC and relevant information (*if applicable*)
  - Proof of Pupil Entry from Another Country (*PR, refugee etc.*)
3. Send or deliver **completed Pre-Admission package** and **all required documents** to Guidance at:

St. Mary Catholic Secondary School  
1918 Whites Road  
Pickering, ON L1V 1R9

**PLEASE NOTE:**

**\* As your application is being considered you may receive a phone call to schedule an interview with a Vice-Principal. The scheduling of an interview does not guarantee acceptance to St. Mary Catholic Secondary School.**

**\*\*A parent or guardian must accompany Students under the age of 18 at the time of the interview and registration.**

**\*\*\*Application status and/or approval is dependent upon Principal Approval and Guidance/Administrative review of course availability.**

**St. Mary Catholic Secondary School**

1918 Whites Road  
Pickering, ON L1V 1R9  
Phone: (905) 420-7166  
Guidance Office: Ext 4  
Guidance Fax: (905) 420-8205

**PRE-ADMISSION APPLICATION PACKAGE**

<b>A. Personal Information</b>		
Student Name: (Last)	(First)	(Middle)
Address:		
Home Phone Number:	Date of Birth (yyyy/mm/dd)	
Incoming Grade	Religion of Student:	
Parent/Guardian (Father)	Religion:	
Parent/Guardian (Mother)	Religion:	
Father's Business Phone:	Mother's Business Phone:	

<b>B. Previous Schools Attended (list most recently attended school first)</b>			
Dates Attended	Name of School	Location (City/Province)	Reason for Leaving
Have you ever been suspended from a school? Yes: _____ No: _____			
Have you been expelled from any school? Yes: _____ No: _____			

<b>C. Report from last school attended (To be completed by Principal/Vice Principal)</b>	
School Name:	Phone Number:
	Fax Number:
How long did you attend the above school (give specific dates)?	
The previous Principal or Vice-Principal is asked to comment on the following:	
Attendance:	
Behavior:	
Achievement:	
Guidance Contact Person:	Fax Number:
	Email:
Previous Principal/Vice-Principal/Designate Signature:	Date:

<b>D. Courses Requested for Current School Year (if applicable)</b>	
1.	2.
3.	4.
5.	6.
7.	8.
Two Alternate Selections:	

<b>E. Programming Considerations (To be completed by Program Support/Academic Resource Department)</b>
Is there an IEP in place? Yes: _____ No: _____ IEP Received: _____
Is the student identified? (IPRC) Yes: _____ No: _____
Does the student require ESL or ELD support? _____

<b>F. In the space below please tell us why you would like to attend St. Mary. Please print. (To be completed by the student)</b>

**G. Parent/Guardian Acknowledgement:**

As you know, St. Mary is a Roman Catholic secondary school. Students are expected to:

1. Respect the sacredness of each individual.
2. Participate respectfully in offering morning prayers in class.
3. Respect religious symbols throughout the school.
4. Take a religion course every year and participate in spiritual retreats as part of the Religion program.
5. Attend and exhibit respectful behaviour during any liturgical celebrations.

The following school policies are in place and will be enforced:

1. Students must wear the school uniform to the specifications laid out in the student handbook.
2. Safe School Policy – Zero tolerance for any violence.
3. Substance abuse policy – No drugs, alcohol and cigarettes on school property/during school trips.
4. Antiracist and Ethnocultural Policy – We are all created equal in God’s eyes.

**By signing below, I acknowledge and give permission for an administrator or designate from St. Mary CSS to contact an administrator or designate at my previous school.**

\_\_\_\_\_  
Signature of Parent

\_\_\_\_\_  
Signature of Student

**For Office Use Only**

1. The application package was received on:	
2. Documentation received:	
<input type="checkbox"/> Birth Certificate or Baptismal Certificate <input type="checkbox"/> Proof of Residency <input type="checkbox"/> Transcript <input type="checkbox"/> Academic Counselling Summary <input type="checkbox"/> Attendance Record <input type="checkbox"/> Most recent Report Card <input type="checkbox"/> Results of the Ontario Secondary School Literacy Test <input type="checkbox"/> Proof of Community Service hours earned to date <input type="checkbox"/> Immunization Record (if currently living outside Durham region) <input type="checkbox"/> IEP <input type="checkbox"/> Proof of Custody <input type="checkbox"/> Proof of Pupil Entry from Another Country	
3. Documents still to be received:	Yes <input type="checkbox"/> No <input type="checkbox"/>
4. An appointment has been made with VP:	Date/Time:
5. Application package returned to Guidance for an appointment:	Date:
6. Letter sent indicating no interview at this time	Yes <input type="checkbox"/> No <input type="checkbox"/> Date:
Comments:	
Student Approved: Yes: <input type="checkbox"/> No: <input type="checkbox"/>	