|  |  |
| --- | --- |
| St Mary crest good | St. Mary Catholic Secondary School  Pre-Admission Application Package |

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. Any prospective students who are **NEW to our Board** must complete the [**DCDSB Online Student Application**](https://osas.dcdsb.ca/Account/Home) in addition to the Pre-Admission package.

The steps to complete this package are as follows:

1. Please complete the **Pre-Admission Application Package**.
2. Obtain and attach the following documents with this package:

* Birth Certificate or Baptismal Certificate *(photocopy only)*
* Proof of Canadian Citizenship and Confirmation of Pupil Entry from Another Country Form (*only if student was born outside of Canada*)
* Proof of Residency within the St. Mary CSS boundaries *(i.e. tax or utility bill, lease)*
* Immunization Record *(if currently living outside of Durham Region)*
* Proof of lawful Custody *(i.e., court appointed custody or guardianship, if applicable)*
* Most recent Report Card
* Copy of Individual Education Plan (IEP), IPRC and relevant information such as a Safety Plan *(if applicable)*

**If student is in high school please include the following:**

* Official Transcript from last school attended
* Academic Counselling Summary/Status Sheet from last school attended
* Attendance Record from last school attended
* Proof of Community Service hours earned to date (*if applicable*)
* Results of the Ontario Secondary School Literacy Test (*if applicable*)

1. Send or deliver **completed Pre-Admission package** and **all required** **documents** to Guidance at:  
    St. Mary Catholic Secondary School

1918 Whites Rd, Pickering, ON L1V1R9

**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 L1V1R9

Phone: (905) 420-7166

Guidance Office: Ext 56020

Guidance Fax: (905) 420-8205

**PRE-ADMISSION APPLICATION PACKAGE**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **A. Personal Information** | | | | |
| Student Name: (Last) | (First) | | | (Middle) |
| Address: | | | | |
| Home Phone Number: | | Date of Birth (yyyy/mm/dd) | | |
| Incoming Grade: | | | Religion of Student: | |
| Parent/Guardian #1  Name and Relationship to Student | | Religion: | | |
| Parent/Guardian #2  Name and Relationship to Student | | Religion: | | |
| Parent/Guardian #1 Cell or Work Phone: | | Parent/Guardian #2 Cell or Work Phone: | | |

|  |  |  |  |
| --- | --- | --- | --- |
| **B. Previous Schools Attended (list most recently attended school first)** | | | |
| Dates Attended | Name of School | Location (City/Province) | Reason for Leaving |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| Have you ever been suspended from a school? Yes:\_\_\_\_\_\_\_\_\_\_\_\_\_ No:\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | |

|  |  |
| --- | --- |
| **C. Report from last school attended (To be completed by Principal/Vice Principal)** | |
| 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: │ Phone Number:  │  │ Email: | |
| Previous Principal/Vice-Principal/Designate Signature: | Date: |

|  |  |  |  |
| --- | --- | --- | --- |
| **D. Courses Requested for Current School Year (if applicable)** | | | |
| 1. | | 2. | |
| 3. | | 4. | |
| 5. | | 6. | |
| 7. | | 8. | |
| Two Alternate Selections: |  | |  |

|  |
| --- |
| **E. Programming Considerations (To be completed by Program Support/Academic Resource Department)** |
| Is there an Individual Education Plan (IEP) in place? Yes: \_\_\_\_\_\_\_\_\_ No: \_\_\_\_\_\_\_\_\_\_  IEP Received: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Is the student identified? (IPRC) Yes: \_\_\_\_\_\_\_\_\_\_ No: \_\_\_\_\_\_\_\_\_\_ |
| Does the student require English Language Learner ESL/ELL or ELD support? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

|  |
| --- |
| **F. In the space below please tell us why you would like to attend St. Mary. Please print. (To be completed by the student)** |

|  |  |
| --- | --- |
| **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: |  |
| 1. Documentation received:  * Birth Certificate or Baptismal Certificate * Proof of Residency/Canadian Citizenship; Proof of Pupil Entry from Another Country * Ontario Health Card * Immunization Record (if currently living outside Durham region) * Proof of Custody/Guardianship * Transcript * Academic Counselling Summary * Attendance Record * Most recent Report Card * Results of the Ontario Secondary School Literacy Test * Proof of Community Service hours earned to date * IEP, IPRC, Safety Plan (if applicable) | |
| 1. Documents still to be received: | Yes 🞎 No 🞎 |
| 1. An appointment has been made with VP: | Date/Time: |
| 1. Application package returned to Guidance for an appointment: | Date: |
| 1. Letter sent indicating no interview at this time | Yes 🞎 No 🞎 Date: |
| Comments:  Student Approved: Yes: 🞎 No: 🞎 | |