



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** 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*)
 - Ontario Health Card
 - Immunization Record (*if currently living outside of Durham Region*)
 - Proof of lawful Custody (*i.e., court appointed custody or guardianship, if applicable*)
 - 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*)
 - Copy of Individual Education Plan (IEP), IPRC and relevant information such as a Safety Plan (*if applicable*)
3. 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: _____			
Have you been expelled from any 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:	
2. Documentation received:	
<input type="checkbox"/> Birth Certificate or Baptismal Certificate <input type="checkbox"/> Proof of Residency/Canadian Citizenship; Proof of Pupil Entry from Another Country <input type="checkbox"/> Ontario Health Card <input type="checkbox"/> Immunization Record (if currently living outside Durham region) <input type="checkbox"/> Proof of Custody/Guardianship <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"/> IEP, IPRC, Safety Plan (if applicable)	
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"/>	