



# SACRED HEART

CATHOLIC SCHOOL

## APPLICATION FOR ADMISSION

OFFICE OF ADMISSIONS  
608 Southern Avenue  
Hattiesburg, Mississippi 39401  
601.583.8683  
Fax: 601.583.8684  
SHSHATTIESBURG.COM

The Application for Admission must be submitted along with the following items to be considered by the Admissions Council of Sacred Heart Catholic School:

- A copy of the applicant’s long-form birth certificate
- Most recent report card of the applicant
- Most recent standardized test scores of the applicant
- Teacher recommendation form(s)
- Writing sample (2nd-6th grade applicants; see page 4)
- \$25 non-refundable application fee

PLEASE COMPLETE ALL ITEMS ON THE APPLICATION. Incomplete applications will not be considered.

### APPLICANT INFORMATION

Date of Application: \_\_\_\_\_ Grade applying to: \_\_\_\_\_ School year: \_\_\_\_\_

Full Name (First, Middle, Last) \_\_\_\_\_

Preferred Name: \_\_\_\_\_ Gender: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Place of Birth: \_\_\_\_\_

SSN: \_\_\_\_\_

Religion: \_\_\_\_\_ Parish/Church: \_\_\_\_\_

Use student address for school correspondence.

### SCHOOL INFORMATION/STATUS WITH CURRENT SCHOOL

How did you hear about Sacred Heart Catholic School? \_\_\_\_\_

Name of Current School: \_\_\_\_\_ Current Grade: \_\_\_\_\_

School Address: \_\_\_\_\_

Principal’s Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

*Completion of an Application for Admission gives full authority and consent to Sacred Heart Catholic School to contact the principal of the applicant’s current school.*

Number of years at current school: \_\_\_\_\_

Reason(s) for leaving current school: \_\_\_\_\_

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## FAMILY INFORMATION

- Guardianship:**  Parents  
 Mother  
 Father  
 Grandparent  
 Joint Custody  
 Other \_\_\_\_\_

- Marital Status of Parents:**  
 Married  
 Divorced  
 Single Parent  
 Remarried

*If any guardianship or custody orders have been issued for this applicant, please submit a copy with application.*

**Applicant lives with:** \_\_\_\_\_

**Father's Name:** \_\_\_\_\_

Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Employer: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Job Title: \_\_\_\_\_ Email: \_\_\_\_\_

Religion: \_\_\_\_\_ Parish/Church: \_\_\_\_\_

**Mother's Name:** \_\_\_\_\_

Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Employer: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Job Title: \_\_\_\_\_ Email: \_\_\_\_\_

Religion: \_\_\_\_\_ Parish/Church: \_\_\_\_\_

**Guardian's Name (if other than Father/Mother):** \_\_\_\_\_

Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Employer: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Job Title: \_\_\_\_\_ Email: \_\_\_\_\_

Religion: \_\_\_\_\_ Parish/Church: \_\_\_\_\_

**Siblings:**

Name: \_\_\_\_\_ Age/Grade: \_\_\_\_\_ Current School: \_\_\_\_\_

Name: \_\_\_\_\_ Age/Grade: \_\_\_\_\_ Current School: \_\_\_\_\_

Name: \_\_\_\_\_ Age/Grade: \_\_\_\_\_ Current School: \_\_\_\_\_

Name: \_\_\_\_\_ Age/Grade: \_\_\_\_\_ Current School: \_\_\_\_\_

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## ADDITIONAL APPLICANT INFORMATION

Has the applicant undergone any diagnostic testing or evaluation and/or received a diagnosis for learning disabilities or behavioral concerns? A copy of test results must accompany this application.     Yes    No    In progress

>If yes, check all that apply.

ADD/ADHD

Autism

Dyslexia

Speech Impairment

Hearing Impairment

Other \_\_\_\_\_

Please list any prescribed or over-the-counter medications currently taken by the applicant.

Name	Dosage	Purpose
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Has the applicant been placed in the Tier process or referred for Special Educational Services within the past 3 years?

Yes    No   >If yes, please give an explanation.

Has a 504 Plan or IEP ever been issued for this applicant?     Yes    No   >If yes, please give an explanation.

Does the applicant have any special physical needs?     Yes    No   >If yes, please give an explanation.

Does the applicant need any specific accommodations or modifications to facilitate education?    Yes    No

>If yes, please give an explanation.

Has the applicant received counseling from a therapist, counselor or psychologist in the past 3 years?    Yes    No

>If yes, please describe the type and frequency of counseling sessions.

### Policy on Education of Children with Special Needs

Consistent with the Gospel, Catholic schools do not discriminate and believe that all children would benefit from an educational experience that includes the teaching of religious and moral values. In reality, however, due to limited financial resources, Sacred Heart Catholic School is not able to provide certain educational program modifications and resources. The law recognizes this in the fact that, while public schools must make a "reasonable accommodation" to educate all students, we are called upon to make ONLY "minor adjustments" to our educational program for those students who would otherwise be qualified for admission.

If your child has special needs, you are free to request a program modification in writing to the principal of the school. Provided that your child is otherwise qualified for admission, if the required program modification constitutes a "minor adjustment" to Sacred Heart's educational program, the child may be admitted; however, if more than a "minor adjustment" is needed, then the child would be better served by an institution equipped to serve that particular need. SACRED HEART CATHOLIC SCHOOL RESERVES THE RIGHT TO MAKE IT KNOWN TO THE PARENTS THAT A CHILD'S NEEDS MAY BE BETTER SERVED ELSEWHERE, IF AT ANY TIME IT BECOMES APPARENT THAT A CHILD REQUIRES MORE THAN "MINOR ADJUSTMENTS" TO BE EFFECTIVELY EDUCATED.

\_\_\_\_\_ Please initial here that you have read and understood the above information, and agree to the "Policy on Education of Children with Special Needs."

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## ADMISSIONS TESTING AND WRITING SAMPLES

The Admissions Council may require a student applicant to undergo Admissions Testing. Standardized achievement test(s) or teacher-made special subject test(s) are used by the council to determine the appropriate placement of the student. Notice of the administering of such test(s) shall be given to the applicant not less than five days prior to the date of the administration of each test, unless agreed upon by the parent and school officials.

Applicants to 2nd through 6th grade are required to complete a writing sample in the admissions office to complete the application. Several writing prompts will be given to the student and he/she will be asked to choose one prompt and write a brief response.

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## ADMISSIONS POLICY

### Admissions Priority

Priority for admission to Sacred Heart Catholic School is determined in the order described below:

1. Students currently enrolled at Sacred Heart Catholic School.
2. Siblings of students currently enrolled at Sacred Heart Catholic School.
3. Applicants who are parishioners at Sacred Heart, Holy Rosary, St. Thomas, and St. Fabian's churches and children of faculty members.
4. Catholic applicants from parishes other than those listed above.
5. Non-Catholic applicants.

Admission to all grades will be determined by the Sacred Heart Catholic School Admissions Council. The council reviews individual Applications for Admission, teacher recommendations, grades, and standardized test scores to reach a decision. The Admissions Council reserves the right to test any student prior to admission to Sacred Heart Catholic School.\* Parents are notified of the decision of the council by the Admissions Coordinator. Upon enrollment in Sacred Heart Catholic School the parents and child agree to abide by its rules and policies.

### Steps for Admission to Sacred Heart

1. Submit an Application for Admission and the following items:
  - Certified state birth certificate
  - Applicable teacher recommendation forms
  - Previous school year's report card. If applying for admission during the school year, the most recent report cards or progress reports should be submitted in addition those from the previous year.
  - Most recent standardized test scores
  - \$25 non-refundable application fee
2. Application is reviewed by Admissions Council.
3. Notice is given to parents of the council's decision.
4. Student is enrolled upon payment of the Registration Fee.

### Policy Regarding Re-Admission of Students

Re-admission to Sacred Heart Catholic School is at the sole discretion of the School's Principal and the Admissions Council. The school reserves the right to refuse re-admission of any student for reasons including but not limited to the following: lack of academic progress, discipline concerns, protection, safety, and well-being of the student body and/or faculty and staff.

### Transfer Student Policy

#### Out-of-Town Transfers

Students transferring from a school outside the Hattiesburg area (outside a 30 mile radius of Sacred Heart Catholic School) may apply for admission at any time during the school year.

#### In-Town Transfers

Students from the local area (within a 30 mile radius of Sacred Heart Catholic School) may apply for admission at any time during the first semester. In-town transfer students must be approved by the Admissions Council prior to the end of the first semester.

### Students from schools not accredited by the State of Mississippi:

Students applying for admission to Sacred Heart Elementary or High School from a school which is not accredited by the State of Mississippi Department of Education must be tested.\* This includes students who wish to transfer from schools accredited by the Mississippi Association of Independent Schools.

### Home-schooled students:

To apply for admission to Sacred Heart Catholic School, home-schooled students must meet the following requirements:

The student **must** provide proof of enrollment in a national or state accredited home-schooling program. Documentation in the form of a transcript and/or grade report from the accredited program must be provided. Admissions testing\* will be required.

*\*Sacred Heart Catholic School tests for grade and/or subject placement. Sacred Heart Catholic School **does not test for Carnegie units.** Standardized achievement test(s) or teacher-made special subject test(s) are used by the council to determine the appropriate placement of the student. Notice of the administering of such test (s) shall be given to the applicant not less than five days prior to the date of the administration of each test, unless agreed upon by the parent and school officials.*

### Financial Aid

Sacred Heart Catholic School offers assistance to those who could not otherwise afford a Catholic education. Applications are taken online at [www.factstuitionaid.com](http://www.factstuitionaid.com) during the month of February for the following school year. The annual deadline for applications is February 28. The following stipulations apply:

- Financial Aid is limited to students entering kindergarten through 12th grade. It is not available for Pre-Kindergarten tuition.
- Financial Aid is not available for the first year of enrollment at Sacred Heart Catholic School.

### Non-Discrimination Policy & Title IX Compliance

In compliance with Title VI of the Civil Rights Act of 1962 and Section 504 of the Rehabilitation Act of 1973, Sacred Heart School in Hattiesburg, MS assures that no one shall, on the grounds of race, color, national origin, sex, or handicap be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination in any program or activity of the school.

Sacred Heart School is in compliance with the requirements of Title IX of the Educational Amendments of 1972, which prohibits sex discrimination in Federally-assisted education programs. Title IX states:

"No person in the United States shall, on the basis of sex, be excluded from participation in, be denied benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance."



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## APPLICANT DISCIPLINARY INFORMATION

Has the applicant ever been the subject of, or threatened with, expulsion, suspension, alternative schooling or similar disciplinary measures?     Yes    No   >If yes, please give an explanation.

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Has the applicant ever been arrested or convicted of a crime?     Yes    No   >If yes, please give an explanation.

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*The applicant's current school will be contacted to verify discipline records.*

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## CERTIFICATION OF APPLICATION FOR ADMISSION

I certify that all of the information included in this application and supporting documents is to the best of my knowledge true, correct and complete. I hereby authorize representatives of Sacred Heart Catholic School to use this information to determine admission for the within-named applicant. I also understand that more information or admissions testing may be required to determine admission to Sacred Heart Catholic School.

Any misrepresentation or falsification of information requested can result in non-admission, or if discovered after admission, the student may be required to leave Sacred Heart Catholic School. Decisions for removal of a student from Sacred Heart Catholic School are at the sole discretion of the school administration.

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Signature

Date

Relationship to Applicant

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## OFFICE USE ONLY

Date Received: \_\_\_\_\_

Complete Application:     Yes    No

Fee Paid:     Yes    No     Cash     Check # \_\_\_\_\_

Notes: \_\_\_\_\_

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Approved     Denied

Date of Notification: \_\_\_\_\_