

# Interested in Corpus Christi Academy Form



Thank you for your interest in our school. Please take a moment to complete our form for each prospective child. **This form must be completed in the school office.**

Parent(s) Name: \_\_\_\_\_

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

City: \_\_\_\_\_ Zip Code: \_\_\_\_\_

☆ best phone: Home: (\_\_\_\_) \_\_\_\_\_ Cell: (\_\_\_\_) \_\_\_\_\_

Email: \_\_\_\_\_

Are you a parishioner? \_\_\_ Yes \_\_\_ No

If Yes: St. Clare \_\_\_ Sacred Heart of Jesus \_\_\_ Holy Rosary \_\_\_

## Student Information

Name: \_\_\_\_\_

Current Grade: \_\_\_\_\_ Birthdate: \_\_\_\_\_ Male Female

Current School: \_\_\_\_\_ City: \_\_\_\_\_

I/We would like to:

- Schedule a personal tour of the school with a school ambassador
- Have my child shadow for the day ( \_\_\_ half day \_\_\_ full day)

Circle Interested Grade Level

4 Year Old Pre-Kindergarten ( \_\_\_ half \_\_\_ full) Grade: K 1 2 3 4 5 6 7 8

## How did you hear about Corpus Christi Academy? (check all that apply)

- School Website
- Social Media: FaceBook Twitter
- Attended School / Sport Event
- Current PSR student: (parish) \_\_\_\_\_
- Local Advertising: (specify) \_\_\_\_\_
- Church Bulletin: (specify) \_\_\_\_\_
- Family / Friend Referral (name) \_\_\_\_\_
- Other (please specify) \_\_\_\_\_

Parent/Legal Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Office Use Only

|   |   |                                    |
|---|---|------------------------------------|
| School Tour Date: _____                 | School Transcripts Received: _____            | Entrance Exam Date: _____          |
| Shadow Date: _____                      | Teacher Recommendation Letter Received: _____ | Pass: ___ Fail: ___                |
| Admissions Interview Date: _____        | Referral Letter Sent: _____                   | Score: _____                       |
| Legal Custody Agreement Received: _____ | Referral Letter Received: _____               | Kdg Screening: Pass: ___ Fail: ___ |
| Photo ID: _____                         | Other: _____                                  | Score: _____                       |



To: Current Corpus Christi Academy Parents

January 2018

**SAVE \$500 OR MORE...** New Student Referral Incentive and Discount Programs for 2018-2019 School Year

To encourage new-student enrollment, CCA is offering incentive programs to current parents and to students who are new to CCA.

**Current Parents Referral Incentive Program**

- \$500 reduction in your 2018-2019 family tuition for each **new family** you refer, if the new student(s) registers, is accepted and attends CCA for the 2018/2019 school year.

**New Student Discount**

- **Each new K-8 student** gets a first-year \$500 tuition discount (only one discount applied per new student, either new student discount or referral discount, **not both**).
- This means that ALL Kindergarten students get this Discount, since they are new to CCA.

**Program Guidelines**

- Referrals are confirmed by the new family on the Registration form.
- Referral Incentive may be split among families, i.e. two families refer the same new family.
- Families can receive multiple Incentives by referring more than one family (who then registers, is accepted and attends CCA for the 2018/2019 school year).
- All families must attend CCA for the entire school year to receive the entire Incentive or Discount.

This is a Win-**Win**-Win for all.... Current parents get financial incentives, new students get a discount and CCA enrolls more students, which will help strengthen our future.

Questions regarding the Referral Incentive and Discount Programs should be directed to Darice Granito at (440) 449-4242, #102.

## **Timeline of Student Admission Process** **Kindergarten – Grade 8**

### **School Tours**

Tours of the school are available throughout the year and are scheduled on an individual basis. Please contact the school office at (440) 449-4242 x102 or x118 to schedule an appointment with our student ambassadors.

### **Student Visit**

Students applying for Kindergarten through Grade 8 will have an opportunity to spend a day shadowing in the classroom of their peers. This enables the incoming students to get a feel for life at Corpus Christi Academy, and allows the teachers to gain a sense of the new student's personality and learning style.

### **Initial Documentation**

To begin the application process, please submit the following forms/documents on behalf of each applicant to the school office.

1. School Recommendation Form
2. Special Services Form
3. Copy of current and previous year Report Cards (Grades 1-8)
4. Copy of all Standardized Test Scores: MAP, CogAT, OAA (Grades 1-8) of current and previous year
5. Completion of required Entrance Exam (Grades 1-8) or Kindergarten Screening for incoming kindergarteners.

### **Entrance Exam**

Applicants for Grades 1 through 8 take a grade level entrance exam specifically designed to assess aptitude in Language Arts and Math. The entrance exam is a requirement to be considered for admission. Required Kindergarten Screening takes place in early spring for all incoming kindergarten students.

### **Review Process**

The admission team will review the application once all of the above documents have been submitted to the school office. To be considered for admission, we look for students who are successful in their current academic environments; who conduct themselves in a manner fitting with the Corpus Christi Academy behavioral standards; and whose parents/guardians are invested in the education process. Applicants meeting these criteria will be invited to continue in the application process with the following steps.

### **Principal Meeting**

The school principal, Mr. Kenneth Mitskavich, schedules a personal meeting with each applicant and family. During this time you can ask questions and obtain an in-depth look at the opportunities a Corpus Christi Academy education can offer your child.

### **Enrollment Decision**

After the student has completed the above steps, the application will be evaluated by our School Admissions Team and an enrollment decision will be made. Families will receive a correspondence directly from the school principal. It is possible that a student may be placed on a waiting list for classes that are at or near capacity.

(over)

**Registration**

If your child is accepted to Corpus Christi Academy, you will receive a registration packet with materials that must be completed and submitted to the school office, along with a \$100 non-refundable registration fee (cash or check), to secure your space in the grade level. If paying by check, make payable to “Corpus Christi Academy”.

**Non-Discrimination**

Corpus Christi Academy admits students of any race, color, and national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students of the school. It does not discriminate on the basis of race, color, national or ethnic origin in the administration of its educational policies, admissions policies, or athletic and other school-administered programs.

Thank you for your interest in our school. If you have any further questions regarding the Student Admission Process and Corpus Christi Academy, please contact the school office at (440) 449-4242 x102 or x118. We look forward to you visiting, experiencing and becoming a Corpus Christi Academy Eagle.

**Corpus Christi Academy**  
5655 Mayfield Road  
Lyndhurst, OH 44124  
Phone: (440) 449-4242 x102 Fax (440) 449-1497  
www.corpuschristiacad.org



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## SCHOOL RECOMMENDATION FORM

Legal Parent(s)/Guardian(s), please complete the Student Information section of the School Recommendation Form then submit the document to the school your child currently attends for the school representative to complete the School Information section. The current school will mail the School Recommendation Form directly to Corpus Christi Academy with a self-addressed stamped envelope.

### **Student Information (to be completed by parent/guardian)**

\_\_\_\_\_ has my permission to answer the questions  
Current School Name

below and mail the requested information directly to Corpus Christi Academy.

TO: \_\_\_\_\_  
School Principal

\_\_\_\_\_  
Current School

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

\_\_\_\_\_  
City State Zip

My child, \_\_\_\_\_, grade \_\_\_\_\_ has applied for admission to Corpus Christi Academy for the school year 20\_\_\_\_ - 20\_\_\_\_. We try to provide for a normal range of learning differences. In the best interest of the child seeking admission to Corpus Christi Academy, please answer the following questions. Please use additional paper if needed to answer any or all provided questions.

\_\_\_\_\_  
Legal Parent/Guardian Signature

\_\_\_\_\_  
Date

### **School Information (to be completed by current school principal/office administrator)**

1. Length of time the student has attended your school. \_\_\_\_\_
2. Grade placement for the current academic year, 20\_\_\_\_ - 20\_\_\_\_. Grade \_\_\_\_\_
3. Suggested grade placement for the coming school year, 20\_\_\_\_ - 20\_\_\_\_. Grade \_\_\_\_\_

(over)

4. Has the student ever been recommended for or identified as needing:

*The Corpus Christi Academy mission is to work in partnership with parents to nurture and inspire each student to serve as respectful, responsible and resourceful students in a Christ-centered community.*

- a. Psychological Testing      Yes \_\_\_\_\_ No \_\_\_\_\_
- b. Special Education        Yes \_\_\_\_\_ No \_\_\_\_\_
- c. Gifted Program            Yes \_\_\_\_\_ No \_\_\_\_\_
- d. Grade Retention          Yes \_\_\_\_\_ No \_\_\_\_\_
- e. Tutoring                    Yes \_\_\_\_\_ No \_\_\_\_\_

5. If the answer was yes to any of the above, please explain. \_\_\_\_\_

\_\_\_\_\_

6. Please comment on the classroom and school behavior of the student noting any behavior which would be detrimental to the learning atmosphere. \_\_\_\_\_

\_\_\_\_\_

7. Grade the following area using the following criteria:

- 1. Outstanding      2. Satisfactory      3. Below-average      4. Poor

|                          |                          |                        |
|--------------------------|--------------------------|------------------------|
| English _____            | Art _____                | Foreign Language _____ |
| Math _____               | Music _____              | (specify: _____)       |
| Reading _____            | Physical Education _____ | Technology _____       |
| Religion _____           | Other _____              |                        |
| Science _____            | (specify: _____)         |                        |
| Social Studies _____     |                          |                        |
| Behavior _____           | Study Habits _____       | Achievement _____      |
| Respect for Others _____ | Effort _____             | Homework _____         |

8. Number of days absent during this school year \_\_\_\_\_ tardy \_\_\_\_\_

9. Reading - based on MAP Test Scores (select one)    Above    On Grade Level  
Below

10. Math - based on MAP Test Scores (select one)    Above    On Grade Level    Below

11. In your dealings with the parents, what is their attitude toward their child's learning and study habits? How have they cooperated with school policies and teacher's suggestions?

\_\_\_\_\_

\_\_\_\_\_

12. Based on your knowledge and experience with this student, would you recommend him/her for an academically challenging curriculum at Corpus Christi Academy?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
School Representative Signature

\_\_\_\_\_  
School Title

\_\_\_\_\_  
Date

## Special Services Form

Name of Student \_\_\_\_\_

Name of Previous School \_\_\_\_\_

Current Grade Level \_\_\_\_\_ Birthdate of Student \_\_\_\_\_

Date \_\_\_\_\_

Has your child ever received services for, been tested for, or identified as having any of the special services listed below?

No, my child has never been identified for any special services.

Yes, my child has been evaluated or received special services in the following area(s):  
**Please check any and all that apply.**

\_\_\_ Hearing difficulty

\_\_\_ Vision difficulty

\_\_\_ Learning Disability (MFE or IEP)

\_\_\_ Developmental delay

\_\_\_ Speech Language Pathology

\_\_\_ ADD/ADHD

\_\_\_ Special Education Program

\_\_\_ Psychological testing

\_\_\_ Specialized Educational Testing

\_\_\_ Physical Therapy

\_\_\_ Accommodation or Service Plan (504 or SEGO Plans)

\_\_\_ Gifted program

\_\_\_ Other, please specify:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature of Parent/Guardian

\_\_\_\_\_  
Date

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## TUITION PAYMENT OPTIONS 2018-2019

- **Option 1 – Single payment due on or before July 20, 2018.**  
*Paid directly to Corpus Christi Academy.*  
**(\$100.00 discount for K-8 tuition payment** received on or before July 5, 2018;  
**\$50.00 discount for Pre-Kindergarten payment** received on or before July 5, 2018)
  
- **Option 2 – Two Payment Plan – due on or before July 20, 2018 and December 1, 2018.**  
*Paid directly to Corpus Christi Academy.*
  
- **Option 3 – FACTS MONTHLY PAYMENT PLAN.**  
Payments beginning in July 2018 budgeted over 11 months and ending in May 2019. Payments can be made on either the 5<sup>th</sup> or 20<sup>th</sup> of the month. This is an automatic withdrawal from a checking or savings account or a monthly charge to a credit card. \$40.00 annual set-up fee applies.
  
- **Option 4 – St. Margaret & Gregory Credit Union pre-approved, interest-bearing loan.**  
Eleven (11) monthly payments beginning July 20, 2018.  
**Please contact the Credit Union directly at 216-691-0242.**
  
- **Option 5 – EdChoice: Grades K-8 only**  
 **Traditional**    **Traditional with Income Verification**    **Expansion**  
For those families participating in the Ed Choice program, tuition payment options are the same except for start dates due to the timing of the EdChoice Scholarship awards.



## School Registration Checklist

Child's Name: \_\_\_\_\_

Grade for 2018-2019: \_\_\_\_\_

### Items Below are REQUIRED for All Grades.

#### Return All Forms to the School Office with Student Registration Packet.

\_\_\_\_\_ School Registration Packet

\_\_\_\_\_ Registration Fee - \$100 per student    Cash \_\_\_\_\_    Check # \_\_\_\_\_

\_\_\_\_\_ Permanent Record Card

\_\_\_\_\_ Birth Certificate (copy)

\_\_\_\_\_ Baptismal Certificate (copy) (if applicable)

\_\_\_\_\_ Immunization Record

\_\_\_\_\_ Kindergarten or Preschool Physical Form (incoming kindergarten or Preschool students)

\_\_\_\_\_ Kindergarten Screening Completed (incoming kindergarten students)

\_\_\_\_\_ Student Record Release Form from previous school (new students grades 1-8)

\_\_\_\_\_ Copy of Special Services Form

IEP / ISP, 504 or SEGO documents provided (if applicable): (circle one)    Yes    No

Document name: \_\_\_\_\_    Date tested: \_\_\_\_\_

\_\_\_\_\_ Legal Custody Agreement Form

\_\_\_\_\_ Emergency Authorization Medical and Contact Form

↳ PSI Medical form (allergy, asthma, epi-pen, inhaler, diabetic, other)

\_\_\_\_\_ Tdap Booster and Meningococcal Vaccine Form (student enrolling into 7<sup>th</sup> grade only)

\_\_\_\_\_  
**Legal Parent/Guardian Signature**

\_\_\_\_\_  
**Date**