

Corpus Christi Academy Family Information Form



Thank you for your interest in our school. Please take a moment to complete our form for each prospective child in your family. **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: _____

Reason for leaving current school: (please specify; use back page if needed for additional space)

I/We would like to:

Schedule a personal tour of the school with Principal/School Ambassador

Have my child shadow the school (___ 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: _____

Student Admissions Process : Kindergarten – Grade 8

Step #1: School Tours

School tours are given on an individual basis by our Principal and Student Ambassadors throughout the school year. Please contact the school office at (440) 449-4242 x118 to schedule a school tour.

Step #2: 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 experience Corpus Christi Academy and allows the teachers to gain a sense of the new student's personality and learning style.

Step #3: Initial Documentation

To begin the Student Admissions Process, please submit the following forms/documents on behalf of each prospective 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.

Step #4: Entrance Exam

Applicants for Grades 1 through 8 will 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 admissions to Corpus Christi Academy. Required Kindergarten Screening takes place in early spring for all incoming kindergarten students.

Step #5: Review Process

The Admissions Committee will review the prospective Student Admissions Process once all of the above documents have been submitted to the school office. To be considered for admissions, 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; quality of character; and whose parents/guardians are invested in the education process. Applicants meeting these criteria will be invited to continue in the Admissions Process.

Step #6: Principal Meeting

We believe in building strong relationships; therefore, it is important for us to learn about your child and family. Parents/guardians and prospective student will have the opportunity to meet with our school principal, Mr. Matthew Tabar, after completing the Student Admissions Process and all initial documents have been received. During this time the family (child and parents/guardians) will have the opportunity to have a Q&A session to obtain an in-depth look at the opportunities that a Corpus Christi Academy education can offer. The Q&A session is a benefit to both the family and our school.

Step #7: Enrollment Decision

After the student has completed the above steps, the Admissions Process will be evaluated by our Admissions Committee 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)

Step #8: Registration

If your child has been accepted to Corpus Christi Academy, then at that time, the parent/guardian will receive our School Registration form to be completed and returned to the school office to secure a place in the grade level which is on a first-come, first-serve basis. If the grade level classroom is at or near capacity, then the child will be placed on a waiting list. A non-refundable registration fee (cash or check made payable to “Corpus Christi Academy”), must be submitted with the Registration form.

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 again 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 x118. We look forward to you visiting, experiencing and becoming an Eagle at Corpus Christi Academy.



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 (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 (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:

- 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 _____ Math _____ Science _____
Social Studies _____ Reading _____ Religion _____
Art _____ Music _____ Technology _____
Physical Education _____ Foreign Language (specify) _____
Other (specify) _____

Behavior _____ Effort _____ Homework _____
Respect for Others _____ Study Habits _____ Achievement _____

8. This school year, number of days: absent _____ 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

Please use additional paper or email responses if needed to school@corpuschristiacad.org to answer the following questions thoroughly.

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 _____ Current Grade Level _____

Name of Previous School _____

Birthdate of Student _____

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 qualified for any special services.

Yes, my child has qualified for special services in the following area(s). Please provide documentation for checked services. **Please check any/all services that apply to your child.**

___ 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

Corpus Christi Academy 2020-2021 Tuition Payment Options

Preferred Payment Option	Payment Type	Payment Amount	Payment Guidelines and Due Date
	One Full Payment by cash or check		Make checks payable to Corpus Christi Academy. Payment due July 20, 2020. (\$100.00 discount if tuition paid on or before July 5, 2020.)
	Semi Annual Payment by cash or check		Make check payable to Corpus Christi Academy. Payment due July 5, 2020 and December 5, 2020.
	St. Margaret & Gregory Credit Union loan		Pre-approved, interest bearing loan. Eleven monthly payments beginning July 20, 2020. <u>Please contact the Credit Union directly at 216-691-0242.</u>
One payment and semi-annual payment may be completed by using FACTS.			
	One Full Payment through FACTS		No additional fee. Payment due July 20, 2020.
	Semi Annual Payment through FACTS		\$10.00 additional fee. Payments will be made on July 5 or 20 and December 5 or 20.
Monthly payment plan set forth below must be completed by using FACTS as applicable.			
	11 Monthly Payments through FACTS*		\$45.00 additional fee. Payments will be made on the 5 th or 20 th of the month beginning July 2020 and ending May 2021. Balance must be brought to zero with the final payment due on the Friday before Memorial Day
	Ed Choice Scholarship		Parent is responsible for applying for funds, signing over the funds to the school, and paying any remaining tuition and fees. Please select one of the previously listed payment options.

**If you choose a payment plan to use FACTS, you must enroll in FACTS Tuition Management at the following web address: <https://online.factsmgt.com/signin/4KS7J>. Please note that credit card fees may apply if you choose to pay by credit card.*