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## Admissions Process

### 1. Schedule your Initial Meeting and Tour

School tours are given on an individual basis by our Admissions Team throughout the school year.

Following your initial tour, you are welcome to schedule a meeting with our school principal, Mr. Matthew Tabar to learn more about the opportunities that a Corpus Christi Academy education can offer.

### 2. Complete the Forms in the Application Folder

Please submit the following forms to the school office:

- Application Form
- Special Services Form

**Please drop off these forms to your current school**

- Consent for Record Release- **K-8 only**
- School Recommendation Form

### 3. Student Visit (during the school year)

Applicants for grades K-8 will spend time 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. **Grades K-3 half day   Grades 4-8 full day**

### 4. Schedule and Complete an Entrance Exam

Applicants for grades 1-8 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.

### 5. Enrollment Decision

After completion of steps 1-4, your child's application will be evaluated by our Admissions Committee and an enrollment decision will be made. It is possible that a student will be placed on a waiting list if the classroom is at capacity.

### 6. Complete and Return the Full Registration

After your child has been accepted to Corpus Christi Academy, the parent/guardian will receive registration forms to be completed and returned to the school office to secure placement. A non-refundable registration fee; cash or check made payable to Corpus Christi Academy must be submitted with the form. Registration is not guaranteed until all forms and payment have been received.

\*\*\*\*Applicants for Kindergarten are required to participate in Kindergarten screening; which typically takes place in spring before the end of the school year.

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**To Inspire, To Excel, To Serve.**

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### 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.



5655 Mayfield Road  
Lyndhurst, OH 44124  
Phone: (440) 449-4242 x102

[www.corpuschristiacad.org](http://www.corpuschristiacad.org)

## Application For Grades Pre-K to 8th

Thank you for your interest in Corpus Christi Academy. The following information is gathered as the first step in the admissions process and will help us get to know you better.

### Parent(s)/Guardian(s): Please Print

1. Name \_\_\_\_\_  
Relationship \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ Zip \_\_\_\_\_  
Phone\_(\_\_\_\_\_) \_\_\_\_\_  
Email \_\_\_\_\_  
Occupation \_\_\_\_\_  
Religion \_\_\_\_\_  
Parish \_\_\_\_\_

2. Name \_\_\_\_\_  
Relationship \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ Zip \_\_\_\_\_  
Phone\_(\_\_\_\_\_) \_\_\_\_\_  
Email \_\_\_\_\_  
Occupation \_\_\_\_\_  
Religion \_\_\_\_\_  
Parish \_\_\_\_\_

### Child 1

Full Name \_\_\_\_\_  
Birthdate \_\_\_\_\_ Male Female  
Applying for grade \_\_\_\_\_ for the 20\_\_\_\_/20\_\_\_\_ school year Pre-K: Half Day or Full Day  
Current School \_\_\_\_\_ City \_\_\_\_\_

### Child 2

Full Name \_\_\_\_\_  
Birthdate \_\_\_\_\_ Male Female  
Applying for grade \_\_\_\_\_ for the 20\_\_\_\_/20\_\_\_\_ school year Pre-K: Half Day or Full Day  
Current School \_\_\_\_\_ City \_\_\_\_\_

**Child 3**

Full Name \_\_\_\_\_

Birthdate\_\_\_\_\_ Male Female

Applying for grade\_\_\_\_\_ for the 20\_\_\_\_/20\_\_\_\_ school year Pre-K: Half Day or Full Day

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

Additional Siblings and Ages\_\_\_\_\_

Why are you looking to enroll your children at Corpus Christi Academy?

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Are any of your children on an IEP, a 504 Plan or an IFSP?

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Is there any other information you wish us to know?

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

Date\_\_\_\_\_



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## Consent for Records Release

Name and Address of Last School Student Attended:

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

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

\_\_\_\_\_ has applied for admission  
(Child's Name)

to Corpus Christi Academy in grade \_\_\_\_\_ for the 20\_\_ - 20\_\_ school year.

### Please send all school records including:

\_\_\_\_\_ Academic Records/ Transcripts of Credits and Grades

\_\_\_\_\_ State Testing Results and/or MAP Testing results

\_\_\_\_\_ Benchmarking Assessments (Dibels, Star, etc)

\_\_\_\_\_ Health & Immunizations Records

\_\_\_\_\_ Behavior Records

\_\_\_\_\_ Special Education Records ( 504, IEP, ETR, MFE, IFSP, and Psychological Reports )

**E-mail** all records to:  
[school@corpuschristiacad.org](mailto:school@corpuschristiacad.org)

or

**Mail To:** Corpus Christi Academy  
Attention: School Records  
5655 Mayfield Road  
Lyndhurst, OH 44124

Parent/Guardian Full Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



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## School Recommendation Form K-8

Legal Parent(s)/Guardian(s), please complete the Student Information section of the School Recommendation Form and provide the document to the school your child currently attends, to complete the School Information section. The current school will mail the School Recommendation Form directly to Corpus Christi Academy for review as part of the Student Application Process.

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

My child, \_\_\_\_\_, grade \_\_\_\_\_

has applied for admission to Corpus Christi Academy for the school year 20\_\_\_\_ - 20\_\_\_\_.

\_\_\_\_\_ has my permission to answer the questions

Current School Name

below and email the requested information directly to Corpus Christi Academy at

[school@corpuschristiacad.org](mailto:school@corpuschristiacad.org). Information can also be sent via USPS mail.

TO: \_\_\_\_\_

Current School Principal

\_\_\_\_\_

Current School Name

\_\_\_\_\_

School Address

\_\_\_\_\_

City

State

Zip

\_\_\_\_\_

Legal Parent/Guardian Signature

\_\_\_\_\_

Date

## **School Information (completed by the current teacher, principal or office administrator)**

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.

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 \_\_\_\_\_
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 has been challenging in the learning environment. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
7. Grade the following area using the following criteria:

Social/Emotional Development	MATURE	AGE APPROPRIATE	NEEDS DEVELOPMENT
Listens			
Cooperates			
Relates to peers			
Relates to adults			
Exhibits self-confidence			
Adjusts to transitions			
Tolerates frustration			
Separates from parents			
Functions independently			
Asks for help when needed			

Comments:

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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](mailto:school@corpuschristiacad.org) to answer the following questions.**

11. When working with the family, what is their attitude toward their child's learning and study habits? How have they partnered with the school and the classroom teacher?

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

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13. Grade the following area using the following criteria:

Cognitive/Physical Development	MATURE	AGE APPROPRIATE	NEEDS DEVELOPMENT
Expresses ideas orally			
Articulates clearly			
Sustains attention in small groups			
Sustains attention in large groups			
Grasps concepts			
Recalls details			
Demonstrates an interest in learning			
Interacts with materials appropriately			
Follows directions			

Additional Comments:

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School Representative Signature

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School Title

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Date



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## Special Services Form

Name of Student \_\_\_\_\_ Current Grade Level \_\_\_\_\_

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 any checked services.

**Please check any/all services that apply to your child.**

\_\_\_\_ Hearing difficulty

\_\_\_\_ Vision difficulty

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

\_\_\_\_ 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