

Sacred Heart School Admission Policy

Admissions (School Advisory Council Policy 5110) Original approval: 10/20/1999 updated June 2019

Sacred Heart School admits students of any race, religion, and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. Children of all faiths are welcome. Because of limits to classroom space and financial viability of second classrooms, classroom size is restricted. Exceptions to the restricted classroom size will be at the discretion of the pastor and program principal.

Admission Criteria: When classroom space becomes limited new students are admitted in the following order:

- a) Children of Sacred Heart school/parish staff
- b) Siblings of a Sacred Heart parish family already enrolled in our school (K-12);
- c) Siblings of non-Sacred Heart parishioners already enrolled (K-12);
- d) Sacred Heart parishioners not already enrolled;
- e) Sacred Heart High School graduates
- f) Grand Cities Catholic School alumni (6-12)
- g) Non-Sacred Heart parishioners not already enrolled (K-12).

Students who have been expelled, suspended, or are on probation from another school may be admitted upon careful review of the individual case. Children with special needs may be admitted on consideration that they may benefit from a Catholic school environment and that they will be no detriment to the other students' progress. If there are questions or concerns about the ability of Sacred Heart School to meet the needs of any student, additional information and/or a trial period may be established. Sacred Heart School administration reserves the right to suggest alternate placement, to deny admittance, or expel a student admitted for a trial period.

Admission Procedures:

CURRENTLY ENROLLED RETURNING FAMILY seeking enrollment in PRESCHOOL-12th Grade

1. A family with students already enrolled at SHS and enrolling younger students can simply add this youngest/newest member of their family to their Registration Form submitted for the upcoming year. Families will need to disclose if there is an academic concern or an established 504 or IEP plan in place at the previous school, or a physical or mental diagnosed impairment from an outside agency. Admission for Preschool or Kindergarten for the youngest/newest will be determined based on the admission policy.
2. Determinations for Preschool and Kindergarten enrollment and preferred sections will be determined by the Child Care Director and the Admission Office based on the admission criteria. Families must submit a complete registration form by the registration deadline and will be notified in late March regarding Kindergarten or Preschool acceptance and section assignment.
3. Reenrolling families with students entering 1st-12th grade are guaranteed enrollment in 1st-12th if they submit a completed registration form by the registration deadline and have followed the tuition and payment policy found in the parent handbook. After the deadline has passed, their class position may be awarded to another new applying family.

NEW FAMILY seeking enrollment in PRESCHOOL (Little Angels/Little Saints), KINDERGARTEN or CHILD CARE

1. For inquiries on openings, curriculum, and requirements, contact: Preschool or child care programs contact the Child Care Director at 218-793-0021. Kindergarten through grade 12 contact the Admission Office at 218-773-0877.
2. A Preschool or Kindergarten family, new to SHS, can register their children using the Registration Form.
3. Determinations for Preschool and Kindergarten enrollment and preferred sections will be determined by the Child Care Director and the Admission Office based on the admission criteria. Families must submit a complete registration form by the registration deadline and will be notified in late March regarding Kindergarten or Preschool acceptance and section assignment.

NEW FAMILY seeking enrollment for 1ST-12TH GRADE

1. Schedule your initial tour/visit of Sacred Heart School by contacting the Admissions Office at 218-773-0877 or by filling out an online interest at www.yourchildmatters.org
2. Meet with the Dean of Academics (As required or requested. May be completed during your initial school tour/visit).
3. Read and understand the School's Mission & Philosophy Statement (found online at www.sacredheartegf.net/handbook)
4. Read and understand the School's Code of Conduct Policy (found in the Handbook online at www.sacredheartegf.net/handbook)
5. Read and understand the School's Dress Code Policy (found online at www.sacredheartegf.net/handbook)
6. Read and understand the School's Tuition Costs & Family Fundraising Commitment Documentation (found in packet)
7. Read and understand the School's Tuition and Payment Policy (found online at www.sacredheartegf.net/handbook)
8. Fill out and return School Admissions Application. Application can be returned to Sacred Heart School either in person at the Parish Office, by mail at 200 Third Street NW, East Grand Forks, MN 56721, by fax at 218-773-8312, or by email at school@sacredheartegf.net.
9. A personal meeting with the admissions representative, committee, or others may be scheduled as needed. Sacred Heart's Admissions committee may request additional information such as a class schedule or school records if required.
10. After application has been reviewed, the applicant family will be notified by letter or telephone as to the status of admission to Sacred Heart School, and if the needs of the student can be adequately met by the school. If accepted, the packet will include a School Registration Form.
11. Conditions for enrollment may be added by school administration if necessary.
12. Upon acceptance, complete the School Registration Form, and return it to the school.
13. Complete the Permission to Release Official School Records. Sacred Heart School will send all signed Release of Records forms directly to your child(ren)'s current school to gather all academic and behavioral transcripts and documents.
14. If needed, please make sure to apply for FACTS Grant & Aid for tuition assistance or scholarships at www.sacredheartegf.net/FACTS. Following the application, a letter will be sent home in June with the award amount.
15. All newly accepted students are subject to a 30-day probationary period starting on the first day of class.

Application will be approved/not approved based on review by Admissions. Application is not a guarantee of acceptance.