

VIKING VOICE "SPECIAL EDITION"

November 23, 2022

New Student Application Process: December 1- January 20

In this newsletter:

- I. Who is a "New Student"?
- II. What is the order of acceptance for "new students"?
- III. What will I need to complete my new student's application?
- IV. What is the timeline of application and acceptance of new students?
- V. Other general admissions policies
- VI. School contact information for questions
- VII. Non-discriminatory Statement

Who is a "New Student"?

A "new student" is a child who has never been enrolled at St. Philip Neri, at either the Early Learning Center or the school

campus. A child who has never been enrolled at SPN is considered a "new student" even if the child's siblings currently attend SPN or have attended SPN in the past.

What is the order for acceptance of "new students"?

St. Philip Neri Catholic School typically accepts students according to the following categories*:

1. Children of territorial parishioners who are deemed active by the Pastor; Siblings of current St. Philip Neri Catholic School students**;
2. Children of non-territorial parishioners who are deemed active by the Pastor;
3. Children of St. Philip Neri Catholic School alumni or legacy families, as determined by the Pastor;
4. Children of territorial parishioners of a parish without a school or no room in their territorial parish school who are deemed active by their Pastor;
5. Children of non-territorial parishioners of a parish without a school or no room in their territorial parish school who are deemed active by their Pastor;
6. All others, including inactive parishioners, non-Catholics, etc.

NOTE: In the case of a student transferring from another Archdiocesan Catholic school, before granting admission, the Principal will assess the status (academic, financial obligations, and disciplinary) of the student by conferring with the previous Principal.

***Meeting the above criteria does not guarantee automatic acceptance into St. Philip Neri Catholic School.**

****Being a sibling of a current student and/or being a parishioner does not guarantee automatic acceptance into St. Philip Neri Catholic School.**

GRADE/AGE ELIGIBILITY

- Early Learning Center (6 weeks-2 years)

- PK3 (on main campus)- Must be three years old by September 30. Student must be COMPLETELY potty-trained prior to beginning school.
- PK4 (on main campus) - Must be four years old by September 30. Student must be COMPLETELY potty-trained prior to beginning school.

What will I need to complete my new student's application?

1. Application (completed through link on school website)
2. Authorization and Release of Records Form (completed as part of online application through school website)
3. Records that you will be asked to upload when completing the online application:
 - a. Student's birth certificate
 - b. Student's baptismal certificate (if applicable)
 - c. Student's updated immunization record
 - d. Student's most recent report card from 2021-2022
 - e. Student's most recent standardized test scores
 - f. Any other pertinent academic records
 - g. Custody agreement (if applicable)

What is the application and acceptance timeline for new students?

- **December 1**- NEW student applications open- **a link will be posted on the school website**; this admissions window is for new families to St. Philip Neri AND siblings of currently enrolled SPN students, if those siblings have never been enrolled at SPN. Applications can be submitted through the website beginning December 1, 2022, through January 20, 2023. Interviews and entrance/placement tests will take place from **January 23-February 3**.
 - Please note that ALL REQUIRED COMPONENTS OF THE APPLICATION MUST BE SUBMITTED FOR THE APPLICATION TO BE CONSIDERED COMPLETE.
 - School officials will conduct interviews and entrance/placement tests for new applicants as

applications are received. Interviews and entrance/placement tests are conducted for NEW applicants entering grade K or higher.

- **February 3-** SPN will have completed interviews and entrance tests for NEW student applicants. Interviews and entrance/placement tests are conducted for NEW applicants entering grade K or higher.
- **February 13-17-** Admissions decisions will be communicated to families of NEW applicants. Accepted applicants will be invited to register for the 2023-2024 school year.

Admissions Policies

POTTY TRAINING

- All students entering St. Philip Neri Catholic School in grade PK3 or higher must be COMPLETELY potty-trained prior to the first day of school.

SIBLINGS IN SAME GRADE LEVEL

- To foster the opportunity for students to grow individually in an academic setting, SPN tries to separate "multiples" (i.e. twins, triplets, etc.) in Middle School (grades 5-7).

When does registration open for returning students?

A "returning student" is a student who is currently attending SPN in the 2022-2023 school year.

RETURNING STUDENT REGISTRATION

information will be emailed to all families prior to the opening of registration. The primary parent of each current student will receive a registration link by email.

- **January 4-** RETURNING student registration opens. This registration window is for students who are enrolled at SPN for the current school year.
- **January 13-** RETURNING student registration closes.

Questions?

Please contact Business Manager Crystal Vaccaro at either CVACCARO@STPHILIPNERI.ORG or call the school office at 504-887-5600.

More information can also be found at

<https://www.stphilipneri.org/admissions>

Non-Discrimination Statement

St. Philip Neri Catholic School does not discriminate on the basis of race, color, national, or ethnic origin, or disability in violation of state law and federal law or regulation in the administration of its educational policies or programs. The information provided in the application process will not be used for any unlawful discriminatory purpose.

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