

MEMPHIS
CATHOLIC
HIGH SCHOOL

APPLICATION FOR ADMISSION

School Year _____ Date of Registration _____ Enrollment for Grade: 9 10 11 12

Student Name _____

Primary Address _____

Street

City

State

Zip

#1 PARENT / GUARDIAN INFORMATION

Name of Parent: Mr./Mrs./Ms./Rev./Dr. _____

Relationship to Student: Father Mother Step-Parent Grandparent Guardian

Legal Custody: Yes No

Home Address _____

Street

City

State

Zip

Home Telephone _____ Cell _____

E-mail Address _____

Place of Employment _____

Work Telephone _____ Extension _____

#2 PARENT / GUARDIAN INFORMATION

Name of Parent: Mr./Mrs./Ms./Rev./Dr. _____

Relationship to Student: Father Mother Step-Parent Grandparent Guardian

Legal Custody: Yes No

Home Address _____

Street

City

State

Zip

Home Telephone _____ Cell _____

E-mail Address _____

Place of Employment _____

Work Telephone _____ Extension _____

Parent Volunteer: Yes No

List any activities your student is interested in: _____

STUDENT'S INFORMATION

Student Name _____ Date of Birth _____
Place of Birth _____ Sex: Male Female
Social Security Number _____ Cell Number _____
Religion _____ Church _____
Ethnic Background: Asian Black Caucasian Hispanic Multi-Racial Other _____
School Last Attended _____ Current Grade _____

EMERGENCY CONTACT

Name _____
Telephone _____ Relationship _____
Name _____
Telephone _____ Relationship _____
Physician's Name in Case of Emergency _____
Telephone _____
Hospital Preference _____
Other Medical Information (Allergies or Prescribed Medications) _____

SACRAMENTAL RECORD

	Date	Church	Place
Baptism	_____	_____	_____
1st Communion	_____	_____	_____
Confirmation	_____	_____	_____

List below persons who may check student out during the day.

1. _____
2. _____
3. _____
4. _____

How was your child referred to Memphis Catholic?

Friend Neighbor Co-Worker Media Other _____

Parent Signature _____ Date _____

Student Signature _____ Date _____

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E d u c a t i o n T h a t W o r k s

Memphis Catholic High School Application and Admission Process

The application and admission process to Memphis Catholic High School is holistic in that it reviews candidates from a variety of perspectives. The stages highlight the students' academic abilities, interpersonal communication skills, and teacher recommendations.

Stage 1: Information Sessions

Information Sessions are offered in October and November. In addition to receiving applications, parents and prospective students receive detailed information about the following:

- The application process and deadlines, and age requirements.
- The nature of academic program--i.e., scheduling, religion classes, daily schedule, and school year.
- Admission criteria, including record of attendance, school effort, behavior indicators reflected in report cards, and teacher recommendations.
- Work-Study Program and its benefits--i.e., professional mentoring of our students and students working to earn a significant portion of tuition; required minimum age of 14.
- Every family pays tuition and fees.

Stage 2: Application for Admission

The deadline for application is mid-November. The application must include a copy of the student's 7th and 8th grade report cards, or High School Transcript, two/three letters of recommendation (from present reading and/or math teachers and the counselor or principal), one essay, and the completed application packet.

Stage 3: Initial Screening

Memphis Catholic Staff who are involved in the initial screening of the applications include: the Principal, Admissions Director, Counselor, Work-Study representative, and Dean of Students. The team uses the criteria identified in the policy statement as a framework for judging applications.

The Counselors have worked with the Admissions Director and Principal to develop a checklist of concerns during the review. Each application is reviewed with respect to those concerns, namely:

- congruence between standardized scores and school performance
- special education screening and testing information
- grades in 7th and 8th grade, or high school transcript
- comments about effort and behavior
- teachers' letters of recommendation
- English proficiency

During the review process, when specific concerns are raised about the suitability and readiness of a student for Memphis Catholic, the appropriate staff member is asked to review the application (e.g., Work-Study representative for work-readiness issues; Dean of Students for behavior; English faculty for language readiness; counselor for special education needs).

By mid-November, all applications have been screened. Students who pass the initial screening are invited to participate in the next step of the process (standardized testing).

Stage 4: Testing

Tests are typically administered the first Saturday in December. Applicants take the WRAT (Wide Range Achievement Test). Generally, the lowest result the student can receive and still be considered for acceptance is a stanine of 3.

Stage 5: Interviews

Each candidate and his/her parents are interviewed separately by two Memphis Catholic teams. Interview teams always include a faculty or staff member; typically the teams include:

- a member of the Administrative Team
- a faculty or staff member

The interviewers record their observations and recommendations and submit them to the Admissions Director.

Stage 6: Final Selection

The Principal, Counselor, Admissions Director and Work-Study Representative review all the compiled information on every applicant (i.e., written application, test data, letters of recommendation, observation notes, interview notes, and other available information) and determine which students are to be admitted, which are to be in the waiting pool, and which are not accepted.

In mid-February, accepted applicants receive an acceptance letter and registration packet.

Stage 7: Waiting Pool

As corporate sponsorships increase students in the waiting pool will be contacted as positions become available.

Students who begin the application process after this time are brought through a modified admissions process. A waiting list of appropriate applicants is created, and these students are informed as openings become available.

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Education That Works

Criteria for Admission

General Guidelines:

The admissions process at Memphis Catholic High School seeks to identify students who wish to succeed and develop their academic, spiritual, and physical talents. We seek students who wish to develop competencies to pursue higher education. We seek students who can articulate their faith and are generous in service to others, open to the values of the Catholic faith, and have a desire to participate fully in the work-study program.

Specific Criteria used in individual assessment:

- Completion of eighth grade requirements, and/or, current high school transcript
- Reached minimum age of 14 by the start of freshman year
- Capacity to achieve academically, as demonstrated by prior school performance, recommendations, and school based testing
- Willingness to apply herself/himself to the task of studying, as evidenced by prior school performance and recommendations
- Motivation to participate in Memphis Catholic High School, as evidenced by follow-through in the application process
- Interest in and capacity to participate in the academic and work-study program offered at Memphis Catholic High School
- Parental/Guardian support for the student's participation in the program and activities of the school, as demonstrated by their involvement in the application process
- Memphis Catholic's capacity to meet the individual learning needs of the student

Non Discrimination

Memphis Catholic High School admits students of any gender, race, color, religion, national or ethnic origin to all rights, privileges, programs and activities generally accorded or made available to students at the school. It does not discriminate on the basis of gender, race, color, religion, national or ethnic origin in its administration, hiring, education, admission, financial aid, athletic or other school administered policies or programs.

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Education That Works

Application Requirements for Memphis Catholic High School

In order for your application to be processed, it must contain the following:

- ❑ **Application Form** completed, front and back.
- ❑ **Report Cards** from 7th and 8th grades for Freshman Applicants.
- ❑ **Transcript** are required if you are transferring from another high school.
- ❑ **Test Scores** (T-CAP, IOWA, California Achievement)
- ❑ **One Essay** on the topic: What qualities do you possess that will make you an exceptional student in the Work-Study Program at Memphis Catholic High School?
- ❑ **Two Recommendation Letters** from the following:
 - 8th Grade Reading/Language Arts/English Teacher. *Transfer students must have English Teacher's Recommendation.*
 - 8th Grade Math Teacher or High School Math Teacher
 - Any teacher/counselor/principal who knows the student well
 - Any employer/volunteer supervisor, or pastor
- ❑ **Birth Certificate** – All candidates must be at least 14 years old by the start of 9th grade classes.
- ❑ **Social Security Card** or a copy of your Visa, Resident Alien Card, or Permanent Resident Card.
- ❑ **Health (Shot) Record**, must be updated prior to the start of high school
- ❑ **A non-refundable application fee of \$25.** Please make your check payable to Memphis Catholic High School