

## **REGISTRATION PROCESS FOR GRADES 2 THROUGH 7**

Registration for new students in Grades 2 through 7 will be accepted on a space- available basis. Please note this process is mandatory for all transfer students, including students who previously attended Immaculate Heart of Mary School and have transferred elsewhere.

Step 1: Complete the New Application Information Sheet and schedule a School Tour with Traci Kovach, Director of Finance and Development. Mrs. Kovach is available by email at [tuition@iheartmary.com](mailto:tuition@iheartmary.com) or 215.483.1103. School tours are scheduled Tuesdays, Wednesdays and Thursdays, from 9:00 am to 2:00 pm.

Step 2: Complete and return our Application for Admission in person to Mrs. Kovach by appointment only.

### **DOCUMENTS WHICH MUST BE ATTACHED TO YOUR APPLICATION:**

\_\_\_\_\_ Non-refundable Registration Fee in the amount of \$350.00.

\_\_\_\_\_ Birth Certificate for your child.

\_\_\_\_\_ Baptismal Certificate, if applicable. If baptized at Immaculate Heart of Mary Church, only baptismal date is needed on the application.

\_\_\_\_\_ Proof of Sacraments, including dates and names of churches for Penance, Eucharist and Confirmation. If your child is a student in our PREP program, only dates are needed.

\_\_\_\_\_ Current Immunization Form from your child's pediatrician, along with the completed Health History Form, which is attached to the application.

\_\_\_\_\_ If you are divorced or separated, a copy of the most recent court order pertaining to custody arrangements.

\_\_\_\_\_ Test Results, if applicable. This includes any psychological testing, educational disability testing, IEP/504.

\_\_\_\_\_ Copy of your child's latest report card and standardized test scores. We cannot proceed in the admissions process without the opportunity to review these records.

**Step 3: Meet with our Principal**

After your Application for Admission is reviewed by our Director of Finance and Development, Mrs. Kovach, you will be scheduled for a meeting with our principal, Mr. Andrew Lowry. The enrolling child/children must be present at this meeting. You will have the opportunity to learn more about our school, ask any further questions, and share your child's past educational experiences.

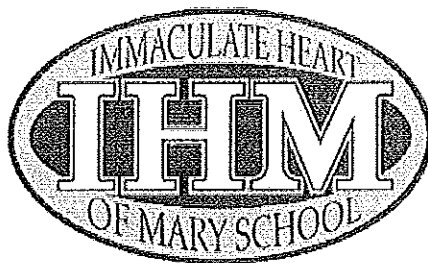
**Step 4: Schedule a "Shadow Day" for your Child.**

While school is in session, your child will attend a "Shadow Day". Your child may spend the day in the grade they are currently in, or they may spend the first half of the day in their current grade and the second half of the day in the grade for which he/she is applying. For example, if you have a current 3<sup>rd</sup> grader applying for Grade 4, they will spend the morning in Grade 3, and the afternoon in Grade 4.

This process is flexible. However, it helps our Administration understand the child's desire to become a member of the Immaculate Heart of Mary family, and it aids our Administration to assess the child's social skills. After this "Shadow Day," our faculty will make a recommendation to Mr. Lowry.

**Step 5: Acceptance**

Following the meeting with our Principal and your child's attendance at Shadow Day, you will receive notification as to whether or not your student will be admitted to Immaculate Heart of Mary School. Please note that a decision cannot be made without the opportunity to review all relevant records.



**NEW APPLICANT INFORMATION SHEET FOR TRANSFER STUDENTS IN GRADES 2 THROUGH 7**

Student's Name: \_\_\_\_\_

Seeking Admission to Grade: \_\_\_\_\_

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

Date of Birth: \_\_\_\_\_

Name of Parish: \_\_\_\_\_

Parent/Guardian names: \_\_\_\_\_

Parent email address(es): \_\_\_\_\_

Parent cell phone number(s): \_\_\_\_\_

Name(s) and location(s) of previous school(s) attended, beginning with most recent:

Name of School	Address of School	Dates Attended

Have all financial obligations (if any) been met at previous school(s)?

\_\_\_\_\_  
\_\_\_\_\_

How did you learn about Immaculate Heart of Mary School?

---

---

---

Please list the name of any current IHM School family who referred your family, if applicable:

---

Why are you seeking enrollment for your child at Immaculate Heart of Mary School?

---

---

---

Please note any reasons (physical, academic, social or emotion) that your child may require exceptional attention from our School Administration and Staff.

---

---

---

\_\_\_\_\_  
Parent/legal guardian signature

\_\_\_\_\_  
Date