

February 2, 2023

Dear Prospective Family:

The Mother Teresa Catholic Elementary School community thanks you for expressing interest in our school. We understand that selecting the right school for your child is a big decision, so we are excited you are considering becoming a part of our community. We believe that students are called to be witnesses to Jesus Christ as they maximize their God-given spiritual, intellectual, physical, or moral capabilities. To start the process of applying for admissions, you will find the following important information in this folder:

- An overview of MTCES
- Tuition Assistance Information
- Admission Policy and Procedure
- Tuition Schedule
- Registration Form
- Parish & Volunteer Documentation Form
- Records Release for grades 1-8
- Principal Recommendation for grade 4-8

To be considered in the pool of applicants to MTCES, you will need to submit the following forms and information to the MTCES office by 12pm, Thursday, March 2, 2023.

- \$150 registration fee
- Registration Form
- Parish & Volunteer Documentation Form
- Copies of your child's birth and baptismal certificates
- Records Release for grades 1-8. Please note that students will not be considered for admission until these records have been reviewed.
- Principal Recommendation for grade 4-8

- ***Please note that your registration will not be considered complete until all forms and the registration fee are turned in to the office.***
- ***Students enrolling in kindergarten will participate in a kindergarten readiness screening in May 2023.***
- ***Students enrolling in grades 1-8 will participate in a screening process and current records will be reviewed by Administration.***

Thank you in advance for your cooperation and for considering Mother Teresa Catholic Elementary School for your child. Upon review of your admissions, we will contact you regarding enrollment.

Sincerely,



Denise Harvey
Principal/CEO

A 2018 Blue Ribbon School of Excellence



Admission Policy 2023 - 2024

Mother Teresa Catholic Elementary School is a private, Catholic elementary school supported by tuition and donations. The school strongly supports the parish concept and the importance of a family's commitment to its parish. The school also keeps an active, open and ongoing relationship with the area parishes to foster and nurture the identity of the Catholic parish. We very much encourage parents to continue to support their respective parish in all regards and as deemed appropriate by their parish.

Students will be admitted in the following order. If classes are filled per criteria below, a lottery will be used to fill openings at that level.

1. Current students whose registration is complete, tuition payments are current, and whose family is in compliance and in good standing with the family volunteer yearly commitment.
2. Siblings of present students whose families meet criteria 1.
3. New students whose parent, family member, or guardian are faculty/staff or currently serving on the Board of Trustees, or who have served as a Board member in the past, as confirmed by the Secretary of the Board. New students whose immediate family member (sibling or parent) is an alumni of the school.
4. Children who have stayed on the waiting list for the prior school year, have registered for the current school year, and still qualify for categories 5 through 7 in the admission policy. The waiting list will not be redrawn and the order carries over from the prior year.
5. New students whose parents, family members, or guardians have demonstrated significant volunteerism and or stewardship and are active members of a Catholic parish as determined by the board – See Family Volunteerism Section below.
6. New students who are Catholic, not meeting criteria in 6 above.
7. Remaining positions will be filled by lottery.
8. Late applicants submitted after the New Family Enrollment Period will be placed in order of paperwork received.

Sibling status is defined as a new incoming student who is a sibling of a currently enrolled MTCES student. Sibling status is granted only to families who enroll a sibling during the priority enrollment period and do not withdraw the older child at a later time. **If a new family registers more than one child and only one of the child(ren) is accepted, the other child(ren) are not granted sibling status until the following year's enrollment period.** Those who are unable to gain admittance may wish to remain on a waiting list. The order of those placed on the waiting list will also be determined by lottery. Registrations not received by the deadline will be placed on the waiting list in the order they are received.

- ***Kindergarten students must be five years of age on or before September 30 and participate in a kindergarten readiness screening, which will take place in May 2023.***
- ***In Grades K-3, transfer students will be admitted after reviewing records from previous educational institution(s).***
- ***In Grades 4-8, transfer students will be admitted after reviewing records from previous educational institution(s), and an interview with Administration is conducted. All transfer students entering MTCES will sign a Student Contract in which they will be placed on temporary admittance, which lasts a minimum of one trimester and will be reviewed periodically, following these guidelines for full admission.***
 - ***The student will uphold the student code of conduct.***
 - ***The student consistently turns work in on time and fulfills all academic requirements.***
 - ***The student maintains acceptable grades and demonstrates progress in academic studies.***

Family Volunteerism & Active Parishioners

Mother Teresa Catholic Elementary School was founded upon the principles of volunteerism, including active parish life. As such, this is considered in the admissions policy. We believe that people with a history of active parish life and volunteerism will continue to be involved in their children's education and school. In order to qualify for Criteria 6 in the admission policy, a family must demonstrate that they have provided significant service and or stewardship to a charitable organization or cause. The Parish and Volunteer Documentation Form must be completed, and must include signatures and or appropriate documentation.



REGISTRATION FORM 2023-2024

Fill out **one complete form for each student** you are enrolling. A single deposit check of \$150 is required for **each family** regardless of the number of students enrolled. We **must** have a copy of the student's birth certificate. A copy of the student's baptismal certificate is required if the student is Catholic. You must also be registered at a local parish, which will be verified by the parish office. The deposit is not refundable if your child is offered a place in the school, but will be applied toward tuition otherwise. This form must be received at the school by 12pm on Thursday, March 2, 2023. Forms received after that time will be handled on a first-come, first-serve basis (please refer to the school Admission Policy). All families will be notified of their status by March 30, 2023. Upon receiving a properly completed application, you will be sent an email acknowledgment of this registration. Forms can be mailed or dropped off at the school office at 7197 Mother Teresa Lane, Liberty Township 45044.

Contact Molly Hinker, Director of Enrollment & Engagement, with questions at mhinker@mtces.org or (513) 779-6585 x34.

Last Name _____ First Name _____ Middle Name _____

Address _____ City/State/Zip _____

Phone Number _____ Birth Date _____ Birthplace: City/State _____

Lives with: Mom ___ Dad ___ Both ___ Religion _____ Registered Parish _____

Male ___ Female ___ MTCES abides by the teachings and rules of the Catholic Church, and Faith is integrated into all aspects of the school's activities. According to the Catholic Faith, a person's sexual identity is rooted in one's biological identity as male or female. MTCES considers the gender of all students as being consistent with their biological sex, including participation in school athletics and teams, school-sponsored dances, dress and uniform policies, the use of changing facilities, showers, locker rooms, sleeping accommodations on trips, titles, names and pronouns, and school records. As an applicant/registrant and/or parent/guardian for admission to MTCES, I understand and agree to this policy. Initial Here → _____

Ethnicity collected according to the category designated by the US Department of Education (circle one).

- White (Non-Hispanic) Black (Non-Hispanic) Hispanic Asian American Indian/Native American
- Alaskan Native Native Hawaiian Pacific Islander (other than Native Hawaiian) Multiracial
- Unknown/Not Specified

Enrolling For: K 1 2 3 4 5 6 7 8

Please List Siblings and Expected Entry Date (Month/Year)

Name of Father/Guardian: _____ Phone: _____ Please circle: Birth Father - Stepfather - Adoptive Father - Guardian - Deceased Marital Status: _____ Religion: _____ Occupation: _____ Employer: _____ Email: _____

Name of Mother/Guardian: _____ Phone: _____ Please circle: Birth Mother - Stepmother - Adoptive Mother - Guardian - Deceased Marital Status: _____ Religion: _____ Occupation: _____ Employer: _____ Email: _____

Preferred email for communication: _____



REGISTRATION FORM 2023-2024, Continued

Education

Previous School Attended	Years Attended	Last Grade Attended

Please circle if your child has qualified for IEP ISP MFE 504 Action Plan

Sacrament Records

Sacrament	Date	Church	City/State
Baptism			
Reconciliation			
First Eucharist			



PARISH AND VOLUNTEER DOCUMENTATION

Saint Mother Teresa dedicated her life to the service of others. In keeping with our namesake, Mother Teresa Catholic Elementary School was founded upon the principles of volunteerism including active parish life. As such, this is considered in the admissions policy. We believe people that have shown a history of active parish life and volunteerism will continue to be involved in their children’s education and school. Please document your immediate family’s parish and volunteer involvement during the past two years on this form. Return this completed form to the school office with your registration paperwork.

PARISH LIFE

Family Name _____ Parent(s) Name(s) _____

Address _____ City/State/Zip _____

Phone Number _____ Registered at (Parish/Church) _____

Please circle all that apply:

- Catholic ▪ Non-Catholic ▪ Support parish/church financially

Active in the following parish/church ministries in the past two years:

MINISTRY	TYPE OF INVOLVEMENT

Signature of Parish Administrator (required to qualify for admissions criteria #6): _____

Other details you would like to share regarding your parish involvement:

VOLUNTEER INVOLVEMENT IN OTHER CHARITABLE ORGANIZATIONS

(Examples: American Cancer Society, Ronald McDonald House, preschool volunteer, youth sports organizations, etc.) Active in the following charitable organizations in the past two years:

ORGANIZATION	TYPE OF INVOLVEMENT	*Signature or documentation attached of organization representative

We supported the following charitable organizations financially in the past two years:

PLEASE LIST ORGANIZATIONS:



Records Request

For students seeking admission to grades 1-8

Current School:

Phone: _____

Email: _____

Send Records To:

Mother Teresa Catholic Elementary School

Attn: Student Records

7197 Mother Teresa Lane

Liberty Twp., OH 45044

Phone: (513) 779-6585

Email: mhinker@mtces.org

Student Name: _____

Date of Request: _____ Birth Date: _____

Address: _____ City/State/Zip _____

I authorize that a **copy** of the following records for my son/daughter may be sent to Mother Teresa Catholic Elementary School as part of the admissions process.

Information to be released:

Educational Record (group achievement/ability and other standardized test scores; attendance; promotion/retention/graduation information; grade/report cards)

Intervention team reports

Psycho-educational evaluations (all evaluations by any agency which are current and used for decisions)

Special Education Records:

Multi-factored Evaluation Team Report (MFE)

Referral for Evaluation

Consent for Evaluation

Individual Education Plan (IEP) or Individual Service Plan (ISP)

Communication

Interventions Plans

504/Action Plan/Accommodation Plan

Reason for Request:

To aid in present and future educational decisions

The receiving school assures no information received will be further released without appropriate written consent.

Signature (Parent/Guardian)

Date of Signature



Principal Recommendation

For students seeking admission to grades 4-8

Applicant's Name: _____ Date: _____

The student named above is an applicant for admission to Mother Teresa Catholic Elementary School. In order to consider applicants carefully, we ask the professional educators who have worked with them to evaluate their strengths and weaknesses, both as students and people. This information will be held in strict confidence. We appreciate and thank you for your cooperation.

How long has this student been at your school? _____

How long have you known the student? _____

Rate this student's willingness to follow school rules: Excellent Average Poor

Has she/he been a discipline problem at your school? _____ If yes, please explain how:

Rate this student's ability to get along with others: Excellent Average Poor

Has she/he ever been suspended/expelled from your school? _____ If yes, please explain why:

Has this student, to your knowledge, ever used illegal drugs or alcohol? _____

Is this student in good academic standing? _____ If no, please explain why:

Please provide any additional information that will give us a more complete picture of the student.

Would you recommend this student for admittance into Mother Teresa Catholic Elementary School?

Parent/School Relationship

Parents are an important part of our relationship with the student. Please share any thoughts you have regarding this applicant's family, including involvement in your school:

To your knowledge, is the parents' perception of their child compatible with the school's understanding of this child? Please comment:

Additional comments:

Name of the person completing this form: _____

Title: _____

School: _____

Contact Information (phone number/email): _____

Signature: _____ Date: _____

Thank you for your time in completing this form. In order to maintain confidentiality, please mail or email this form directly to:

Mother Teresa Catholic Elementary School
Attn: Molly Hinker
7197 Mother Teresa Lane
Liberty Township, OH 45044

OR

mhinker@mtces.org



A 2018 Blue Ribbon School of Excellence