

St. Margaret Mary Catholic School

Thank you for your interest in
St. Margaret Mary Catholic School.
We are pleased to invite you to participate in the
application process.

HOW TO APPLY:

January 2019

- Access the **ONLINE APPLICATION** via the link on our school website:
www.smmknight.org, under the Admissions tab
- Click on **Create an Account** & complete all required fields, as the parent/guardian.
- Verify email address: Upon account creation, you will receive an email containing a verification link.
- Click on **Online Application** & log in with username and password.
- Click on **Create a New Student Application**; you will then have the flexibility to log in and out of your account and access your open application.
- Pay the non-refundable application fee of \$100, submitted with each application.

- Submit the documents required to accompany the ONLINE APPLICATION - See list below
 - Upload within the online application - OR
 - Send as email attachment to registrar: mccarthy@smmknigh.org - OR
 - Deliver hard copies to school office, attn: Registrar

- Print, complete and submit the **Financial Responsibility Form** to the school office, attn: Registrar
 - This form is found on the Admissions page of the website, in the lower right corner.

- **KINDERGARTEN APPLICANTS**: Schedule Kindergarten Screening appointment with the school office.
 - Submit \$50 Kindergarten Screening Fee to school office.

New student applications for the 2019 – 2020 school year are **due by February 11, 2019**, with the non-refundable application fee of \$100 per student. Upon acceptance, a \$100 acceptance fee will be due.

Questions? Please contact Mrs. Lisa McCarthy, school registrar: mccarthy@smmknigh.org

Required Documents, in addition to the completion of the ONLINE APPLICATION:

- Birth Certificate
- Baptism Certificate
- State of Florida Physical Form DH3040
- State of Florida Immunization Form DH680
- Family Photo
- Student Photo – head shot
- Introductory Letter: from parents to Fr. Walsh and Mrs. Walsh introducing your family, outlining your parish involvement
- If members of another local parish, have pastor complete the Parish Verification Form **
- If moving from out of the area, from another parish, provide a letter from current pastor indicating support level, parishioner status
- **Financial Responsibility Form 2019-2020 available on our school website
- Kindergarten applicants: Kindergarten Development Readiness Form – completed and submitted by current Pre-K teacher
- Kindergarten applicants: contact school office to schedule Kindergarten Screening appointment & pay \$50 screening fee
- Applicants for Grades 1-8: Request for Information Prior to Acceptance
- Applicants for Grades 1-8: Copy of prior years' and most recent Report Cards
- Applicants for Grades 3-8: Copy of prior years' and most recent standardized testing results
- Application fee of \$100 per student, non-refundable