



St. Mary Catholic Secondary School Pre-Admission Application Package

Thank you for your interest in attending St. Mary Catholic Secondary School. Students wishing to enroll at the school must complete the attached package prior to meeting with a school administrator and guidance counsellor. The steps to complete this package are as follows:

1. Please complete the attached **Pre-Admission Application Package**.
2. Obtain and attach the following documents with this package:
 - Birth Certificate or Baptismal Certificate (*Photocopy only*)
 - Proof of Residency (*copy of current driver's license, property tax bill, lease, etc.*)
 - Official Transcript (*can be obtained from the Guidance office of the last secondary school attended / not applicable for grade 8 students*)
 - Academic Counselling Summary (*can be obtained from the Guidance office of the last secondary school attended / not applicable for grade 8 students*)
 - Attendance Record (*can be obtained from the Guidance office of the last secondary school attended / not applicable for grade 8 students*)
 - Most recent Report Card
 - Results of the Ontario Secondary School Literacy Test (*if applicable*)
 - Proof of Community Service hours earned to date (*if applicable*)
 - Immunization Record (*if currently living outside of the Durham Region*)
 - Proof of Custody (*if applicable*)
 - IEP (*if applicable*)
3. Send or deliver **completed Pre-Admission package** and **all required documents** to the following address:

St. Mary Catholic Secondary School
Attn: Guidance Department
1918 Whites Road
Pickering, ON
L1V 1R9
4. If your application has been accepted you will receive a phone call to schedule an interview with a Vice-Principal. **The scheduling of an interview does not guarantee acceptance to St. Mary Catholic Secondary School.**

St. Mary Catholic Secondary School

1918 Whites Road
Pickering, ON
L1V 1R9
Phone: (905) 420-7166
Guidance Office: Ext 3
Guidance Fax: (905) 420-8205

PRE-ADMISSION APPLICATION PACKAGE

A. Personal Information		
Student Name: (Last)	(First)	(Middle)
Address:		
Home Phone Number:	Date of Birth (yyyy/mm/dd)	
Religion:		
Parent/Guardian (Father)	Religion:	
Parent/Guardian (Mother)	Religion:	
Father's Business Phone:	Mother's Business Phone:	

B. Previous Schools Attended (list most recently attended school first)			
Dates Attended	Name of School	Location (City/Province)	Reason for Leaving
Have you been suspended from school during the past year? Yes: _____ No: _____			
Have you been expelled from any school? Yes: _____ No: _____			

G. Parent/Guardian Acknowledgement:

As you know, St. Mary Catholic Secondary is a Roman Catholic School. Students are expected to:

1. Respect the sacredness of each individual
2. Participate respectfully in offering morning prayers in class.
3. Respect religious symbols throughout the school.
4. Take a religion course every year and participate in spiritual retreats as part of the Religion program.
5. Attend and exhibit respectful behaviour during any liturgical celebrations.

The following school policies are in place and will be enforced:

1. Students must wear the school uniform to the specifications laid out in the student handbook.
2. Safe School Policy – Zero tolerance for any violence.
3. Substance abuse policy – No drugs, alcohol and cigarettes on school property during school trips.
4. Antiracist and Ethnocultural Policy – We are all created equal in God's eyes.
5. Students may not have cell phones, pagers or electronic devices of any kind in the school.

By signing below, I acknowledge and give permission for an administrator or designate from St. Mary C.S.S. to contact an administrator or designate at my previous school.

Signature of Parent

Signature of Student

For Office Use Only

1. The application package was received on:

2. Documentation received:

- Birth Certificate or Baptismal Certificate
- Proof of Residency
- Transcript
- Academic Counselling Summary
- Attendance Record
- Most recent Report Card
- Results of the Ontario Secondary School Literacy Test
- Proof of Community Service hours earned to date
- Immunization Record (if currently living outside Durham region)
- IEP

3. Documents still to be received:

Yes _____ No _____

4. An appointment has been made with VP:

Date/Time: _____

5. Application package returned to Guidance for an appointment:

Date: _____

6. Letter sent indicating no interview at this time

Yes _____ No _____ Date _____

Other:

Comments:

Student Approved: Yes: _____ No: _____ V.P. Signature _____