



SAINT MARY'S ACADEMY

TRADITIONAL CATHOLIC SCHOOLS OF THE SOCIETY OF ST. PIUS X

200 EAST MISSION STREET SAINT MARYS, KANSAS 66536

PHONE 785-437-2471 • FAX 785-437-6597

New Student Document and Procedure Completion Checklist for Boarding and Day Students

To contact the Registrar:

(785) 437-2471 x475

registrar@smac.edu

In Packet	Available at Switch-board / Admissions Office	Provided by Parents	Document/Procedure	Due Date / Send to
X			All Families: <i>Tuition Contract</i>	June 26 th / Admissions Office
X			All Students: <i>Release of Liability/Emergency Medical/Field Trip Permission Form 2017-2018</i>	June 26 th / Admissions Office
		X	New Day Students and New Boarding Students in local area (Grades 1-12 only – no Kindergarten): Schedule Entrance Exams: May 10 th at 1:15 p.m. or June 13 th at 9 a.m.	One week prior to test date / Call or e-mail Registrar
X			All New Students: <i>Application Form</i> and \$100 Application/Testing Fee (\$50 for Kindergarten) with recent photograph of child	No later than 1 week before exams / Admissions Office
X			All New Students: <i>Records Release Authorization Form</i> (<u>Required</u> before admission for students entering Grades 10, 11, 12)	ASAP (no later than August 1) / Students' previous school(s)
	X		All New Students enrolling in Grades 7-12: <i>New Student Questionnaire</i> completed by prospective student	With Application form / Admissions Office
	X		All New Students enrolling in Grades 7-12: <i>Confidential Evaluation Form</i>	With Application Form / Adult who knows student well
		X	All New Students: Copy of student's state-issued Birth Certificate *	June 26 th / Admissions Office
		X	All New Students: Copy of Sacramental Marriage Certificate of Parents *	June 26 th / Admissions Office
		X	All New Students: Copy of Baptismal, First Holy Communion, and Confirmation Certificates (For sacraments received at Assumption Chapel you need only provide approximate dates of reception) *	June 26 th / Admissions Office
		X	All New Students: Immunization Information	June 26 th / Admissions Office
	X		All New Students with medical issues: Additional documentation of health issues as required: <i>Asthma Action Plan, Allergy Action Plan, Physician's Statement of Proficiency in Self-Administering Medication</i>	August 7 th / Admissions Office
	X		All New Students (Boys) who will play Interscholastic Sports: Kansas PPE (Pre-participation Physical Evaluation) Form (available here: http://www.kshsaa.org/public/pdf/form-ppe.pdf)	September 5 or at time roster is set / Have Physician send to Admissions Office
	X		All New Students in Grades K-3 and all New Boarding Students: <i>Physical Examination Form</i>	August 7 th / Admissions Office
	X		All New Boarding Students: <i>Dental Examination Form</i>	August 7 th / Admissions Office
	X		All New Boarding Students: <i>Over-the-Counter Medications Form</i>	August 7 th / Admissions Office

* A standard photocopy of these documents is sufficient. A certified copy is not necessary.