

THE HIGH SCHOOL OF SAINT THOMAS MORE
Required Documentation for All Applicants

Freshman Applicants from Holy Cross, Saint Malachy, Saint Matthew, Saint Thomas- Philo or other Catholic elementary schools:

1. First and second (when available) grades transcripts and Terra Nova test scores
2. If the applicant is seeking accommodations for a disability, an evaluation must be provided by qualified medical personnel. **The Individualized Education Plan (IEP) or 504 Plan must be presented at the time of the application. Failure to present the requested documentation may result in the denial of the applicant.**
3. The applicant must also complete an EXPLORE test scheduled for **January 9, 2010**. This examination is a placement test and a mandatory part of the admission application. The results of this examination are solely for the purpose of ensuring the applicant, if admitted, will be placed in the appropriate course selection.
4. Completed and signed (by both applicant and parent/guardian) application.
5. \$255 application/enrollment fee (includes EXPLORE test fee of \$25.00).

Freshmen Applicants from other elementary schools:

1. Letter of Good Standing from the sending school and one personal letter of recommendation.
2. First and second (when available) grade transcripts and standardized test scores.
3. If the applicant is seeking accommodations for a disability, an evaluation must be provided by qualified medical personnel. **The Individualized Education Plan (IEP) or 504 Plan must be presented at the time of the application. Failure to present the requested documentation may result in the denial of the applicant.**
4. The applicant must also complete an EXPLORE test scheduled for **January 9, 2010**. This examination is a placement test and a mandatory part of the admission application. The results of this examination are solely for the purpose of ensuring the applicant, if admitted, will be placed in the appropriate course selection.
5. A letter of recommendation from the applicant's Pastor/Minister is required for all applicants who attended a school other than the enumerated Catholic elementary schools.
6. Completed and signed (by both applicant and parent/guardian) application.
7. \$255 application/enrollment fee (includes EXPLORE test fee of \$25.00).

Transfer Applicants:

1. Letter of Good Standing from the previous high school, one personal letter of recommendation, 9th grade physical examination record, **official** grade transcripts, Terra Nova test scores (if applicable) and achievement test results. If the student is transferring from out of state, a current eye examination record is required.
2. If the applicant is seeking accommodations for a disability, an evaluation must be provided by qualified medical personnel. **The Individualized Education Plan (IEP) or 504 Plan must be presented at the time of application. Failure to present the requested documentation may result in the denial of the applicant.**
3. Completed and signed (by applicant and parent/guardian) application.
4. \$255 application/enrollment fee.

Readmission Applicants:

1. Letter of Good Standing from sending school, one personal letter of recommendation, **official** grade transcripts, Terra Nova test scores, and achievement test results.
2. If the applicant is seeking accommodations for a disability, an evaluation must be provided by qualified medical personnel. **The Individualized Education Plan (IEP) or 504 Plan must be presented at the time of application. Failure to present the requested documentation may result in the denial of the applicant.**

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3. Completed and signed (by both applicant and parent/guardian) application.
4. \$255 application/enrollment fee

Foreign National Applicants:

1. Letter of Good Standing from applicant's current school, one personal letter of recommendation, all **official grade transcripts**¹, Terra Nova test scores and achievement test results.
2. Statement of proficiency in English writing, speaking, reading and comprehension in the form of the SLEP test results. Test results **must** be current and provided in English at the time of application.
3. A copy of applicant's passport.
4. If an applicant is seeking accommodations for a disability, an evaluation must be provided by qualified medical personnel. **The Individualized Education Plan (IEP) or 504 Plan must be presented at the time of application. Failure to present the requested documentation may result in the denial of the applicant.**
5. The applicant must also complete an EXPLORE test scheduled for **January 9, 2010**. This examination is a placement test and a mandatory part of the admission application. The results of this examination are solely for the purpose of ensuring the applicant, if admitted, will be placed in the appropriate course selection.
6. A copy of the applicant's US legal guardianship.
7. Completed and signed (by both applicant and parent/guardian) application.
8. \$255 application/enrollment fee.

Approved and adopted by the Pastors' Board of The High School of Saint Thomas More on October 16, 2008

¹ *If applying as a first semester freshman, applicant must provide, **in English**, copies of all middle school grades. If applying other than a first semester freshman, applicant must provide **official** copies, **in English**, of all high school grades.*