

## **ADMISSION POLICY**

As a Roman Catholic school dedicated to the dignity of every human being, there is no discrimination in our enrollment practices according to sex, race, ethnic background, social or economic status. Since we are a religiously oriented school for the Catholic community, we give preference to members of the Roman Catholic Church, but also welcome members of other creeds after the Catholic community has been served. Applications for admission are available at the school office or from our website at [www.ckschool.com](http://www.ckschool.com)

## **AGE REQUIREMENTS**

It is the policy of the Catholic School Department of the Archdiocese of Oklahoma City to abide by the requirements established by the Board of Education of the State of Oklahoma. Children who are five (5) on or before September 1st may be admitted into Kindergarten in August of the same year. A first grade student must be six (6) on or before September 1st to be admitted into the first grade of the same year. Proof of age by furnishing a copy of a birth certificate is required. A student in second through eighth grade will be placed according to the grade information from the last school he/she attended. Proof of grade must be furnished at the time of enrollment.

## **WAITING LIST**

Students who are placed on a waiting list are required to pay a **\$25.00 fee** and will be notified when there are available openings. The waiting list is updated on a regular basis.



## **ADMISSION REQUIREMENTS**

The following documents are required prior to admission:

1. Completed application form.
2. Birth certificate (copy).
3. An up-to-date immunization record signed by a physician.
4. Sacramental records.
5. Federal identification regarding citizenship status, (i.e. immigration card, Social Security card or some other approved documentation).
6. For admission of older children, transfer documents or withdrawal from the school previously attended.
7. A letter of recommendation from a teacher or administrator from the school previously attended (not mandatory for new kindergarten students).

## **ENTRANCE PRIORITIES**

Admission is based on available space within a classroom and the following guidelines:

1. Active parishioners with children enrolled in Christ the King Catholic School or oldest child entering Kindergarten.
2. Catholic transferring into Christ the King Parish with children presently enrolled in a Catholic school.
3. Active parishioners with school age children not presently enrolled in Christ the King Catholic School.
4. Non-Catholic students in grades K-8