**ENTRANCE POLICY**

***Students entering grades K through 8 must submit the following WITH application:***

1. Copy of Birth Certificate (original Birth Certificate must be presented to school personnel for verification)
2. Baptismal Certificate (and other sacramental records if applicable)
3. Copy of Marriage Certificate from the church if parents are Catholic
4. Proof of custody where applicable
5. Social Security number (if U.S. citizen)
6. Foreign students must provide documentation as stated in the Diocese guidelines (602)
7. Tuition Status Form
8. Registration Status Form (only Catholics who are *not* registered at Our Lady of Hope)
9. Non-refundable $150 application fee

***To be submitted before final acceptance:***

Our Lady of Hope Catholic School requires complete school records and completed Teacher Recommendation form(s) before final acceptance. (Additionally, in the hope of ensuring that a student entering Grades 6-8 has a successful and positive experience, a student writing sample may be required depending upon the recommendation from the previous school.) ***The following must be provided by the current school, at the request of the parent. (Request forms are attached.)***

1. Current report card including comments and the two previous academic years’ report cards if applicable.
2. Current standardized test scores plus the two previous years’ test scores, if available
3. Teacher recommendation forms
4. Proof of adequate immunization
5. Physical examination records as required by the Code of Virginia

Students will not be admitted to the school without these forms.

Priority is given to registered Our Lady of Hope families. Our Lady of Hope Catholic School admissions policy does not discriminate based on race, color, gender, or national origin.

**The non-refundable $150 fee must accompany this application. Unanticipated financial difficulties should be brought to the attention of the school principal immediately to determine a course of action.**