



# Our Lady of Grace School

17720 Ventura Boulevard, Encino, California 91316 Phone: (818)344-4126  
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## Application Process Checklist 2008 – 2009

PLEASE FILL OUT THE FOLLOWING PAGES AND RETURN TO *OUR LADY OF GRACE SCHOOL* OFFICE BY February 20, 2008. Please complete ALL sections and return this page with your packet. You will be contacted to set up a testing date. (Please print.)

Name of Applicant: \_\_\_\_\_ Applicant's Entering Grade: \_\_\_\_\_

Applicant's Date of Birth: \_\_\_\_\_ Current School: \_\_\_\_\_

\$150 Application Fee (non-refundable): Check #: \_\_\_\_\_ Amount: \_\_\_\_\_

Registered Parishioner? \_\_\_\_ Contribute to church using envelopes? \_\_\_\_ Parish: \_\_\_\_\_

Applicant's Date of Baptism: \_\_\_\_\_ at (Church Name) \_\_\_\_\_

### **ONLY COMPLETE APPLICATION PACKETS WILL BE PROCESSED.**

(Please check each of the following items, to ensure you have completed and returned all required documents.)

1. Application Process Checklist
2. Application Form for Enrollment (Please complete both sides of form.)
3. Our Lady of Grace School Enrollment Policy (Please sign and date bottom of form and return with packet.)
4. Completed Pre-school and/or Kindergarten Questionnaire (If applicable. Must be returned with application packet.)
5. Original Birth Certificate (Office will copy for their records. Original must be returned with application packet.)
6. Copy of Baptismal Certificate (Copy must be returned with application packet.)
7. Copy of First Communion Certificate (If applicable. Copy must be returned with application packet.)
8. Copies of recent Report Cards (If applicable. Please submit previous 2 years and current year with packet.)
9. Copies of Standardized Test Scores (If applicable. Please submit previous 2 years and current year with packet.)
10. Academic / Character Reference from current classroom teacher (If available; may be mailed by teacher.)
11. Copy of up-to-date Immunization Records (If any immunizations pending, still submit most recent records.)

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#### Notes for Office Use Only:

Notes: \_\_\_\_\_

Evaluation Date/Time: \_\_\_\_\_ Family Interview Date/Time: \_\_\_\_\_

Interviewed by: \_\_\_\_\_

