

The San Miguel School of Tulsa

2444 East Admiral Blvd, Tulsa, OK 74110/ Phone: 918-728-7337 Fax: 918-551-7606

Application/Admissions Information

The following information must be completed and returned to The San Miguel School of Tulsa.

- 1) Application Form:** Completing and returning the Application Form to the school (San Miguel Tulsa, 2444 East Admiral Boulevard, Tulsa, OK 74110) begins the application/admissions process. A family interview will be scheduled once San Miguel Tulsa receives the completed Application Form.
- 2) Teacher Recommendation Form:** Students give their current teacher the Teacher Recommendation Form. Teachers complete the form and return it directly to San Miguel Tulsa. Information on this form will remain confidential.
- 3) Transcript Release Form:** The Transcript Release Form provides written parent/guardian consent for San Miguel Tulsa to receive a copy of the student's transcript and confidential school records. Parents/Guardians must sign the Transcript Release Form and return it with the application. For **Tulsa Public School ONLY: transcripts** need to be picked up at the TPS Enrollment Center, parent need to bring a picture ID and \$2 to 2819 S New Haven Avenue. Tulsa, OK 74114. Use North Entrance doors. Open Monday – Friday 8 AM – 4:30 PM. They close at 1 PM on Early Release Fridays. **Voice:** 918-746-7500 **Fax:** 918-746-6856
- 4) IEP/Special Needs/Accommodations:** Include reports from counselors or doctors which would indicate any extra educational requirements your child requires.
- 5) Proof of Income:** A copy of your IRS 1040 or W-2 must be included with the application. No interview will be scheduled without proof of income.
- 6) Birth Certificate (optional):** A photocopy of the student's birth certificate.
- 7) Sacramental Records:** A photocopy of the student's sacramental records (Baptism, Holy Eucharist, Penance/Reconciliation, and Confirmation).
- 8) Official Shot Record-** A photo copy of a current immunization record is required by the state.

**** All of the above materials must be included in the application for the application to be considered complete. ****

Policy of Non- Discrimination:

The San Miguel School of Tulsa admits students of any race, color, nationality, and religion to all rights, privileges, programs, and activities generally accorded or made available at school. The San Miguel School of Tulsa does not discriminate on the basis of race, color, nationality, or religion in the administration of its educational policies and school-administered programs.

Contact the office at (918) 728-7337 for questions about this application.

Student Name: _____ Grade applying for: _____

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APPLICATION FOR ADMISSION
Student Information

Student's Legal Name: _____
First *Middle* *Last*

What name does the student go by: _____

Social Security #: _____ - _____ - _____

Date of Birth: _____ - _____ - _____ Age: _____
Month *Day* *Year*

Birth Place: _____
City *State*

Father (or Guardian) Name: _____

Father's Employer(s): _____ Occupation: _____

Work Phone: _____

Cell Phone #: _____ Can we send text messages? Yes No

E-mail Address: _____

Mother's (or Guardian) Name: _____

Mother's Employer(s): _____ Occupation: _____

Work Phone: _____ Cell Phone #: _____

E-mail Address: _____

Street Address: _____

City, State, Zip Code: _____

Home Phone: (____) _____

Is the student a sibling of a current San Miguel student or an alumni of San Miguel?

If yes, please give name of student (s): _____

Current School: _____ Current Grade: _____

School address: _____

School phone number: _____ Principal: _____

Other Schools attended:

Name of School *Grade* *Dates Attended*

Name of School *Grade* *Dates Attended*

Name of School *Grade* *Dates Attended*

Sacramental Records: Religion: _____

Church attending: _____ Registered in the parish? Y/N

Baptized: Y/N Date _____ Church Name: _____

City: _____ State: _____

First Communion: Y/N Date: _____ Church Name: _____

City: _____ State: _____

Reconciliation: Y/N Date: _____ Church Name: _____

City: _____ State: _____

Confirmation: Y/N Date: _____ Church Name: _____

City: _____ State: _____

Brothers/Sisters:

Name	Age	Grade	School

Ethnic background: Please identify your ethnic background/origin:

<input type="checkbox"/> Asian	<input type="checkbox"/> Black or African American	<input type="checkbox"/> White	<input type="checkbox"/> American Indian or Alaska Native	<input type="checkbox"/> Native Hawaiian or Other Pacific Islander
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Hispanic/Latino Not Hispanic/Latino

Please check if appropriate:

___ Parents married ___ Father deceased ___ Mother deceased

___ Parents separated / divorced ___ Father remarried ___ Mother remarried

Student lives with _____ Relationship: _____

Educational Information:

To your knowledge, does the student receive any school related support services? _____

If yes, please check those that apply:

___ Counseling (in school) ___ Resource room ___ Speech/language therapy

___ Counseling (outside school) ___ ESL ___ Title 1 Remedial Math

___ Title 1 Remedial Reading ___ Other (please specify) _____

___ IEP

Primary language spoken at home: _____

Languages student reads and writes: _____

Languages parent's reads and writes: _____

Fees for the School Year

_____ My initials here indicate that I have read the information below, understand that it is important for me to pay the specified fees for the school to continue to provide my child's high quality education. I agree to pay these fees as specified by the 1st of each month from August through May.

Please note that no one has ever been turned down because of an inability to pay the entire fee amount, and if you cannot pay the entire fee amount, please contact school administration to make other arrangements.

Value of a San Miguel Education

San Miguel provides an excellent education at a much lower cost than any other private school. We are all grateful for the benefactors that make the opportunity available for us to provide for your children. San Miguel School expects students, parents and families to commit to supporting that education with their time, talent and treasure.

It costs approximately \$9,000.00 to educate each student at San Miguel for one year. That investment ensures that your student will receive a high quality education and many other enrichment opportunities, will serve them well. The quality of the education is represented by high test scores and success in high school, college, and beyond.

Yearly Fees

Due to the generosity of benefactors, school fees are set below the actual cost of the education.

- Tuition payments for the school Year is \$1000/ student if paid in August or payment options:
 - \$100/ month/student paid for 10 months
(August-June)
 - \$120/ month/ student paid for 9 months
(August- May)
 - Payment is due on the first day of the month
- **Tuition Credits are available to some families for participation in some school programs (see administration for details or contact Mr. Dowdell, the principal.)**

**There is a \$50.00 one-time fee for books.

Student Report

Please indicate by placing an “X” under the response that best identifies how well you perform in the following academic and non-academic areas. There are no right or wrong answers.

	Is Difficult	Is Okay	Is Easy
Ability to pay attention in school.....	_____	_____	_____
Athletics/Physical Education	_____	_____	_____
Drawing/Artwork	_____	_____	_____
Building/Fixing Things	_____	_____	_____
Making Friends	_____	_____	_____
Reading Individual Words	_____	_____	_____
Understanding What I Read.....	_____	_____	_____
Reading Speed	_____	_____	_____
Handwriting (Legibility).....	_____	_____	_____
Writing Reports.....	_____	_____	_____
Creative Writing.....	_____	_____	_____
Spelling.....	_____	_____	_____
Math Computation	_____	_____	_____
Solving Math Word Problems.....	_____	_____	_____
Copying from the Board.....	_____	_____	_____
Completing Household Chores	_____	_____	_____
Using a Computer for School Work.....	_____	_____	_____
Completing Homework	_____	_____	_____
Know What and How to Study for a Test.....	_____	_____	_____
Organization of School Work	_____	_____	_____
Following oral directions and multi-step directions...	_____	_____	_____
Participating during class (asking questions etc.)	_____	_____	_____
Comfortable talking about academic topics.....	_____	_____	_____
Playing a Musical Instrument/or Signing	_____	_____	_____

Requires accommodations ___ Yes ___ No

If you checked “Yes” please explain:

Please comment on any of the above items.

Student Statement

Write a paragraph in which you describe how your best friend would describe you as a person.
(Must be written in the student's handwriting)

Student's Signature: _____ Date: _____

I/We commit to read and fully comply with the rules and policies set forth by San Miguel Tulsa. I/We understand that before enrollment is complete a copy of said rules will be distributed and I/We are to sign, date and return authorization page to show that we have read and understand the policies and that we will be held accountable for following the rules of San Miguel Tulsa.

I/we understand that San Miguel School reserves the right to cancel the registration of any student at any time whatsoever for reasons of unsatisfactory conduct or any other just cause.

Parent (Guardian) signature: _____ Date: _____

Parent (Guardian) signature: _____ Date: _____

Please initial the following statement (you do not have to clarify which option applies to you):

_____ The parents/guardians of the student named in this application are either citizens of the United States, legal residents of the United States, **or** are willing to obtain information regarding immigration from the Catholic Charities Immigration Office at 2450 North Harvard Avenue, Tulsa, OK, (918) 949-4673.

Please return to the School
San Miguel School of Tulsa
2444 East Admiral Blvd
Tulsa, OK 74110

Student Name: _____ **Grade applying for:**

The San Miguel School of Tulsa

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Release Form for Transcript of Student Grades

FOR TULSA PUBLIC SCHOOL TRANSCRIPTS – PLEASE SEE #3 ON PAGE 1.

The student named below has applied for admission to The San Miguel School of Tulsa. We request a copy of his/her transcript to be forwarded to San Miguel Tulsa at your earliest convenience. Please include information about attendance, standardized test results and any other confidential records to include ANY BEHAVIORAL ISSUES OR SPECIAL NEEDS OR ACCOMODATIONS DOCUMENTS.

Parent/Guardian Release Statement

In authorizing this release, I acknowledge that I waive my right to read the confidential school recommendation. I further consent to The San Miguel School of Tulsa issuing academic progress reports to the school listed below during my child’s three years at San Miguel Tulsa.

I hereby authorize _____ to immediately release a
Name of Current School

copy of the academic records of _____ to The San Miguel
Student’s Name

School of Tulsa, 2444 East Admiral Blvd, Tulsa, OK 74110.

_____ Date

Parent / Guardian signature

NOTE: If there are questions regarding transcripts or the application process, please contact the San Miguel School of Tulsa at 918-728-7337.

ATTENTION PARENTS: This form should be submitted directly to The San Miguel School of Tulsa. Do **not** submit this form to the student’s current school. San Miguel Tulsa will forward this to your child’s former school after we have received your completed application materials.

San Miguel School of Tulsa
Parent Representation for Curriculum Choices

Parents of The San Miguel School of Tulsa Students and New Applicants:

We acknowledge that, in order to improve student academic outcomes and / or to meet budget considerations, The San Miguel School of Tulsa (San Miguel) is continually evaluating various curriculum and teaching options, including various online solutions.

We further acknowledge and provide our full support and approval for San Miguel to choose, implement and execute (including enrolling our students on our behalf) in any program, public or private, chosen by San Miguel.

Parent / Guardian Signature

Date

Parent / Guardian Print Name

Padres de la Escuela de San Miguel de Estudiantes Tulsa y Nuevos Candidatos:

Reconocemos que, a fin de mejorar a estudiante resultados académicos y / o encontrar consideraciones de presupuesto, la Escuela de San Miguel del Tulsa (San Miguel) evalúa continuamente vario plan de estudios y enseña opciones, incluso varias soluciones en línea.

Adelante reconocemos y proporcionamos nuestro apoyo lleno y aprobación para San Miguel para elegir, poner en práctica y ejecutar (incluso la matriculación de nuestros estudiantes de nuestra parte) en cualquier programa, público o privado, elegido por San Miguel.

Firma de los Padres o del Tutor Legal

Fecha de Firma

Nombre Impreso de los Padres o del Tutor Legal

San Miguel School of Tulsa

School Office: 918-728-7337

2444 East Admiral Boulevard

Business / Development Office: 918-382-9092

Tulsa, OK 74110

Fax: 918-551-7606

www.sanmigueltulsa.org

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Confidential Teacher Recommendation Form

Dear Colleague:

The student identified below has applied for admission to San Miguel Tulsa. Your insight into his/her academic and non-academic strengths and weaknesses is important. Please respond to the following questions. Thank you in advance for your time and effort in sharing your professional insights about this student. For additional information on San Miguel Tulsa refer to the attached materials.

Student's Name: _____

How long have you known this student? _____

In what capacity? _____

Teacher Identification of Student's Strengths and Weaknesses

Please indicate by placing an "X" next to the response that best reflects how well the student performs in the following academic and non-academic areas. Leave any area that does not apply blank. You may add areas of strengths and weaknesses in the comment section.

	Below Grade	At Grade	Above Grade
1) Arrives Prepared for Class.....	_____	_____	_____
2) Works to Ability	_____	_____	_____
3) Completes Assignments on Time.....	_____	_____	_____
4) Shows Respect for Peers	_____	_____	_____
5) Shows Respect for Adults	_____	_____	_____
6) Demonstrates Academic Potential	_____	_____	_____
7) Ability to Pay Attention in school.....	_____	_____	_____
8) Athletics/Physical Education	_____	_____	_____
9) Drawing/Artwork.....	_____	_____	_____
10) Building/Fixing Things	_____	_____	_____
11) Making Friends.....	_____	_____	_____
12) Reading Individual Words.....	_____	_____	_____
13) Understanding What He/She Reads	_____	_____	_____
14) Reading Speed	_____	_____	_____
15) Handwriting (Legibility)	_____	_____	_____
16) Writing Reports	_____	_____	_____
17) Creative Writing	_____	_____	_____
18) Spelling	_____	_____	_____
19) Math Computation	_____	_____	_____
20) Solving Math Word Problems	_____	_____	_____
21) Copying from the Board.....	_____	_____	_____
22) Using a Computer for School Work.....	_____	_____	_____
23) Completing Homework	_____	_____	_____
24) Knowing What and How to Study for a Test.....	_____	_____	_____
25) Organization of School Work	_____	_____	_____
26) Following oral directions/multi-step directions	_____	_____	_____
27) Participating during class (asking questions etc.).....	_____	_____	_____

Contact the office at (918) 728-7337 for questions about this application.

28) Comfortable talking about academic topics..... _____
29) Playing a Musical Instrument/or Signing _____
30) Required any accommodations? ___ Yes ___ No If "Yes", please explain _____

31) Positive attitude? ___ Yes ___ No If "No", please explain _____

Please comment on any item you believe warrants a response.

Please list any extracurricular activities the student participates in at school.

Please comment on the student's academic abilities, maturity level, leadership potential and other factors that may influence his/her potential for success at San Miguel Tulsa.

How do you rate this student for San Miguel Tulsa?

___ Highly recommend ___ Recommend ___ Do Not Recommend

Thank you again for your time and effort. Please return this form in the attached envelope to: The San Miguel School of Tulsa, 2444 East Admiral Blvd, Tulsa, OK 74110

Name (please print) _____

Signature _____ Date _____