



St. Clare Catholic Academy  
137-25 Brookville Boulevard  
(718) 528-7174

Rosedale, New York 11422  
Fax (718) 528-4389

## **APPLICATION PROCESS**

**In order for your application to be reviewed and accepted, please ensure you complete the following:**

1. Complete the Registration Application.
2. Read and sign the back of the Financial Policy and the St. Clare Catholic Academy Contract.  
***Your child will not be registered if the Financial Policy and Contract is not signed.***
3. Fill out the Income Survey for E-Rate Program Calculations. (The information on this survey is for office use only.)
4. Fill out the Religious Census form.
5. Attach a \$75 Application Fee. Check or money order will be accepted.
6. Submit the application along with the following paperwork:
  - Birth Certificate
  - Baptismal Certificate if your child is Catholic
  - Proof of Address (i.e. utility bill, bank statement)
  - Social Security Card for your child
  - Proof of Immunizations
  - Copy of most current report card, and final report card from previous grade.
  - Copy of Standardized Test Scores from 3rd grade on up

**Please Note: Any applications missing paperwork or the Application Fee will be put in a hold file until all paperwork & fees have been received.**

All new students are on probation for the entire first year at St. Clare Catholic Academy; therefore, your child's acceptance is conditional upon periodic academic and social evaluations by teachers and administration.

Acceptance notification will be by e-mail. Please make sure you print your e-mail address clearly on the application. Once accepted a registration fee of \$150.00 will be required (see Financial Policy attached). Attached with the acceptance letter will be a Health Form that must be returned before your child starts school in September and a Bus Application Form which must be returned ASAP.

**Check us out at [www.stclarecatholicacademy.org](http://www.stclarecatholicacademy.org)**