

ADMISSION/ENROLLMENT PROCEDURES

Admission to Jordan Catholic School

Jordan Catholic School admits students regardless of sex, race, color, national or ethnic origin to all rights, privileges, programs, and activities generally accorded to the students in the school.

Priority for Admission. Families who follow our application procedures and timeline will be admitted on the following priority basis:

- First priority for admission is given to children with siblings already attending Jordan Catholic School who are in good standing with the school.
 - Second priority will be given to children of registered and participating members (defined below) of St. Pius X Catholic Church, St. Patrick's Catholic Church, St. Ambrose Catholic Church, Sacred Heart Catholic Church (RI), or St. Mary's Catholic Church (RI).
 - Third priority will be given to children of registered and participating members of other Catholic parishes.
 - Fourth priority will be given to all other non-affiliated parish applicants
- A child must be three years old by September 1 of the academic year to enter 3-year-old Prekindergarten.
 - A child must be four years old by September 1 of the academic to enter 4 year-old Prekindergarten.
 - A child must be five years old by September 1 of the academic year to enter Kindergarten.
 - A child must be six years old by September 1 of the academic year to enter First Grade.

Exception to age requirements may be made only at the recommendation of the principal with the approval of the Superintendent of Schools.

For children entering school for the first time, age shall be verified through a copy of the official birth certificate. In addition, a baptismal certificate shall also be submitted for Catholic students.

Transfer of students from any public, private or Diocesan school will be considered on a case by case basis. All new students will be admitted on a conditional basis.

Registration Procedures

Parents wishing to register their child(ren) in Jordan Catholic School:

- Must complete the necessary registration materials.
- Must have an on-campus meeting w/ principal and child(ren) looking to enroll, and at this meeting must provide all academic & disciplinary records from previous school.
- Must provide a certified copy of the child's birth certificate.
- Must provide a copy of the child's baptismal certificate (Catholics only).
- Previous school transcript(s) and copy of standardized test scores (if transferring from another school)
- \$225 non-refundable registration fee per student, and a max of \$750 a family (due July 1)

- Must provide the child's Social Security number(s) (optional).
- Students entering Preschool, Kindergarten and Grade Six, or who have recently moved into the State of Illinois must provide proof of a current medical examination as well as the necessary immunizations required by the State of Illinois.
- Students entering Kindergarten, Grade Two and Grade Six are required to provide proof of a current Dental Examination.
- Students entering Kindergarten or upon first entry beyond Kindergarten are required to have an Eye Examination.

Current Jordan Catholic School families will receive a Pre-registration form in February with official registration taking place in March. For new students a copy of a birth certificate, and baptismal certificate must accompany the Registration Form to secure a session placement. Preschool class size is limited to 16 students per class in 3-year-old Preschool and 20 students per class in 4-year-old Preschool.

As part of the admission process, families agree to maintain a commitment to the mission, goals, and religious values of Jordan Catholic School through support of the policies outlined in the parent-student handbook. Students transferring to Jordan Catholic School from other schools will undergo a screening process to ensure that the student's previous record and reason for transfer are consistent with Jordan Catholic School's mission and goals. Transferring students must have a record free of major disciplinary incidents (e.g. suspension, expulsion, major infractions of school rules). In addition, if the information gathered indicates that Jordan Catholic School does not have the educational program to best serve the academic, behavioral, or social/emotional needs of the student, the student will not be accepted for admission. All students transferring to Jordan Catholic School will be put on a 60 probationary period, at which time an evaluation will be done by the teachers and administration.

Student Admission from another School

Reference: [D-110P-CDOP and D-110 AR-CDOP](#)

Tuition Assistance

Finances should not keep Catholic children from attending Jordan Catholic School. Jordan outsources the initial application process through a private needs analysis company required by other schools in the Diocese of Peoria, called FACTS. All applications for tuition assistance must be completed and returned to FACTS with all required documentation (ie: tax returns and W2) by the date specified on the application which is available through an on-line process. The needs analysis performed by FACTS and its recommendations will be reviewed in a confidential manner.

The John Lancaster Spalding Scholarship is an endowment fund established by the Diocese of Peoria. You must file FACTS in order to qualify for the scholarship and filing must take place no later than March 15th of each calendar year.

Since the year 2000, the State of Illinois has offered an Illinois Education Tax Credit to parents or legal guardians who have students in Grades K – 12 and who spend more than \$250 a year on

tuition, book and lab fees. The credit is a 25% deduction up to \$500 per family per year. Parents or legal guardians will receive a statement from the bookkeeper no later than January 31st of each calendar year.

Every Catholic is expected to join their parish community at Mass each Sunday and Holy Day to give thanks and praise to God. Jordan Catholic School offers a tuition discount to members of St. Pius X Catholic Church, St. Patrick's Catholic Church, St. Ambrose Catholic Church, Sacred Heart Catholic Church (RI), or St. Mary's Catholic Church (RI) who are active participants. Because the parish makes this tuition discount available by contributing a significant sum to the operational expenses of the school, to be eligible for the discounted "parish member" rate, families must observe the following requirements:

- Be a registered parishioner at St. Pius X Catholic Church, St. Patrick's Catholic Church, St. Ambrose Catholic Church, Sacred Heart Catholic Church (RI), or St. Mary's Catholic Church (RI).
- Participate in the celebration of Mass each Sunday and Holy Day.
- Annually renew their sacrificial giving pledge to the parish by submitting a stewardship card.
- Maintain their sacrificial giving pledge, with a minimum of 25 Sunday envelopes placed in the collection basket at Mass throughout the year.
- Participation in at least one additional parish activity or ministry (e.g. lector, bible study, food pantry volunteer, Knights of Columbus, fish fry helper, perpetual adoration, etc.).

Parishioner status will be monitored throughout the year by the school and parishes. Families who fail to maintain active parish membership at St. Pius X Catholic Church, St. Patrick's Catholic Church, St. Ambrose Catholic Church, Sacred Heart Catholic Church (RI), or St. Mary's Catholic Church (RI) will be charged the standard (non-parishioner) tuition rate beginning the next semester.