

## **Admissions Timeline**

*Orientation Days in Early September-* Preschool staff reviews our Kindergarten admissions process with families (Priority Rank System, Timeline, Etc.). Pre3 staff explains how we assess readiness for PreK and Kindergarten. PreK staff explains how we assess readiness for Kindergarten.

*Fall Conferences-* Preschool staff shares any early concerns with current families about PreK or Kindergarten readiness.

*Early/Mid January-* Next-year reenrollment **opens** for currently enrolled Pre3 and K-7 students. The application **opens** for currently enrolled PreK students seeking a Kindergarten roster spot *and* for PreK siblings (of current K-8 students) enrolled in a different PreK program.

*Mid/Late January-* Next-year reenrollment **closes** for currently enrolled Pre3 and K-7 students. Kindergarten application **closes** for currently enrolled PreK students and for PreK siblings (of current K-8 students) enrolled in a different PreK program.

*Late January-* Open House is held on the Sunday of Catholic Schools Week. This marks the opening of the next-year application window for students not currently enrolled at Queen of Peace School.

*Early February-* The Admissions Committee meets to review applications of non-enrolled students seeking a next-year roster spot. Through the principal, the Committee funnels any requests for more information from applicants. Examples:

- Request for more detail regarding one or more questions on the application.
- Request to observe the applicant in his or her current classroom.
- Request to further screen the applicant for requisite academic skills/aptitude and/or age-appropriate social skills.
- Request for additional documentation.
- Request to be connected to a current teacher, administrator, or other professional who can answer questions related to the applicant's profile.

*Mid February-* The principal communicates next-year roster spot offers to currently enrolled Pre3 and K-7 students and stipulates that these roster spots are secure on condition of the current school year closing out with all attendance, behavioral, academic, and financial obligations successfully met.

*Early March-* The principal communicates next-year roster spot offers to accepted PreK students seeking a Kindergarten roster spot and to accepted students not currently enrolled at Queen of Peace School. The principal communicates information about waiting lists, rejections, and any other considerations to the appropriate parties.

*Early March through Early May-* Accepted students send in requested information to the school office. New student files are created. Late fees may be assessed for information not provided by any published deadlines.

*Late April/Early May-* We administer the Kindergarten Readiness Test (KRT) to all incoming Kindergarten students. Queen of Peace reserves the right to deny a roster spot to any student who scores as "Not Ready" on the KRT.