



# St. Thomas the Apostle Catholic School Application Cover Sheet & Checklist

Office Use Only

**Please return this form (Application Cover Sheet & Checklist) with your application.**  
**All applicable forms must be submitted, or the application will be returned.**

## Application Forms

Application Forms to be downloaded, completed in pen and returned to our office:

- 1. Application Cover Sheet and Checklist (this form)
- 2. Current Teacher Recommendation Letter Instructions  
*You should give this form to your child's current teacher, including pre-school and elementary teachers. Recommendation letters are written confidentially and sent by the submitting teacher directly to St. Thomas either by fax (602-381-3256) or mail (Attn: Diana Mason, 4510 N. 24<sup>th</sup> Street, Phoenix, AZ 85016). The Recommendation Letter must be received by St. Thomas by the time you submit the rest of your application in order for your application to be considered complete.*
- 3. Parish Verification Form (if a St. Thomas parishioner, complete the top half only)
- 4. Release of Records
- 5. Maricopa County Private School Letter of Intent. **Notarize** and include the name of the public school district in which you reside.

Application Forms to be downloaded, saved, and typed:

These forms designed in Microsoft Word format to be downloaded, saved on your computer, completed by typing in the gray boxes or choosing from a list of options, and then printed for signature and submission.

- 1. Application for Admission
- 2. Student Data Sheet
- 3. Family Emergency Information
- 4. School Experience Questionnaire

## Other Documents

All families with new students must submit COPIES of the following forms in order for your application to be considered. **Photocopying is the applicant's responsibility; originals, if submitted, will not be returned or photocopied.**

- \$100 non-refundable Application Fee per student (covers testing and administrative costs)
- Birth Certificate (certified)
- Recent photo (approximately 3" x 4")
- Vaccine Immunization Record  
*State law requires that immunizations be current for students to attend the first day of school.*
- Baptismal Certificate (if applicable)
- First Eucharist Certificate (if applicable)
- Confirmation Certificate (if applicable)
- Current and prior years report card
- Most recent standardized test scores
- Any court-ordered custody or visitation directive documents

## Testing/Interview/Tuition Acknowledgement (PLEASE INITIAL):

\_\_\_\_\_ I am aware that all new students in grades K – 8 will be tested before acceptance.

\_\_\_\_\_ I am aware that all new parents and students applying in grades 2 – 8 will be interviewed by the administration.

\_\_\_\_\_ I understand that receiving the in-parish tuition rate is based on our being active and participating members of St. Thomas the Apostle Catholic Church.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

GAF: \_\_\_\_\_

\_\_\_\_ BA      \_\_\_\_ Ck #  
 \_\_\_\_ Comm    \_\_\_\_ Date  
 \_\_\_\_ Conf     \_\_\_\_ BC  
 \_\_\_\_ Test      \_\_\_\_ Imm  
 \_\_\_\_ RCard    \_\_\_\_ RecL  
                   \_\_\_\_ PV

**K – 1 Gesell & Interview**

Date: \_\_\_\_\_

Time: \_\_\_\_\_

Examiner: \_\_\_\_\_

**Gr. 2 – 8 Interview & Test**

Date: \_\_\_\_\_

Time: \_\_\_\_\_

Interviewer: \_\_\_\_\_

Test: \_\_\_\_\_