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 needs 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.


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:__________
Student Name: __________________________________________ Grade applying for: ____________

The San Miguel School of Tulsa
2444 East Admiral Blvd, Tulsa, OK 74110/ Phone: 918-728-7337 Fax: 918-551-7606

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): ______________________________

Contact the office at (918) 728-7337 for questions about this application.
Current School: ____________________________  Current Grade: __________

School address: _______________________________________________________

School phone number: ____________________________  Principal: __________________________

Other Schools attended:

<table>
<thead>
<tr>
<th>Name of School</th>
<th>Grade</th>
<th>Dates Attended</th>
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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:

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<thead>
<tr>
<th>Name</th>
<th>Age</th>
<th>Grade</th>
<th>School</th>
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</table>

Contact the office at (918) 728-7337 for questions about this application.
Ethnic background: Please identify your ethnic background/origin:

<table>
<thead>
<tr>
<th>Asian</th>
<th>Black or African American</th>
<th>White</th>
<th>American Indian or Alaska Native</th>
<th>Native Hawaiian or Other Pacific Islander</th>
</tr>
</thead>
</table>

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: _________________________________________

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

<table>
<thead>
<tr>
<th>Area</th>
<th>Is Difficult</th>
<th>Is Okay</th>
<th>Is Easy</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ability to pay attention in school</td>
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<tr>
<td>Athletics/Physical Education</td>
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<td>Drawing/Artwork</td>
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<tr>
<td>Writing Reports</td>
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<tr>
<td>Solving Math Word Problems</td>
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<tr>
<td>Copying from the Board</td>
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<tr>
<td>Completing Household Chores</td>
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<tr>
<td>Using a Computer for School Work</td>
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<tr>
<td>Completing Homework</td>
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<tr>
<td>Know What and How to Study for a Test</td>
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<td>Organization of School Work</td>
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<td>Following oral directions and multi-step directions</td>
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<tr>
<td>Participating during class (asking questions etc.)</td>
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<tr>
<td>Comfortable talking about academic topics</td>
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<tr>
<td>Playing a Musical Instrument/or Signing</td>
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<tr>
<td>Requires accommodations ____ Yes ____ No</td>
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</tbody>
</table>

If you checked “Yes” please explain:

____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________

Please comment on any of the above items.

____________________________________________________________________________
____________________________________________________________________________
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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)

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Student’s Signature: ____________________________ Date: __________________

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

Contact the office at (918) 728-7337 for questions about this application.
Student Name: ___________________________ Grade applying for: ___________________________
The San Miguel School of Tulsa
2444 East Admiral Blvd, Tulsa, OK 74110 / phone: 918-728-7337 Fax: 918-551-7606

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 copy of the academic records of __________________________ to The San Miguel School of Tulsa, 2444 East Admiral Blvd, Tulsa, OK 74110.

_____________________________________ ______________
Parent / Guardian signature Date

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.
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                                        Date

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

Contact the office at (918) 728-7337 for questions about this application.
Contact the office at (918) 728-7337 for questions about this application.
The San Miguel School of Tulsa  
2444 East Admiral Blvd, Tulsa, OK 74110 / phone: 918-728-7337 Fax: 918-551-7606

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.

<table>
<thead>
<tr>
<th>Below Grade</th>
<th>At Grade</th>
<th>Above Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>1) Arrives Prepared for Class ...................................</td>
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<td>___</td>
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<tr>
<td>2) Works to Ability ..................................................</td>
<td>___</td>
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<tr>
<td>3) Completes Assignments on Time ..................................</td>
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<tr>
<td>4) Shows Respect for Peers ...........................................</td>
<td>___</td>
<td>___</td>
</tr>
<tr>
<td>5) Shows Respect for Adults ..........................................</td>
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<tr>
<td>6) Demonstrates Academic Potential ................................</td>
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<tr>
<td>7) Ability to Pay Attention in school ............................</td>
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<td>20) Solving Math Word Problems .....................................</td>
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<td>21) Copying from the Board ..........................................</td>
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</tbody>
</table>

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.

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

______________________________________________________________________________
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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.

______________________________________________________________________________
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______________________________________________________________________________

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 ___________