

# ST. STEPHEN SCHOOL

355 Grafton Street  
Worcester, MA 01604  
508.755.3209 Fax 508.770.1052  
*Fully Accredited by the New England Association of Schools and Colleges*

## **APPLICATION PROCESS : GRADE 7**

1. Complete application form and submit with \$100 fee.
2. Provide copy of last year's report card and this year's report to date.
3. Request current teacher(s) to complete and send the "Student Profile" to St. Stephen School.
4. Make an appointment with the principal for parent(s)/guardian(s) and child(ren).
  - a) Review records.
  - b) Explain requirements for student behavior and performance.
  - c) Assess the likelihood that St. Stephen School can serve the needs of the child.
  - d) Explain expectations of parent(s)/guardian(s) involvement in child's education, volunteer opportunities and tuition payment obligations.
  - e) Emphasize the mission of St. Stephen School.
5. Principal confers with teacher(s).
6. Principal sends a letter to the parents regarding acceptance at St. Stephen School.

### **If the student is offered acceptance, parents. . .**

1. Remit the tuition down payment (\$300 per child) within two weeks of receipt of acceptance letter.
2. Select tuition payment plan and return form to school.
3. Purchase uniforms from J.B. Edward Uniforms prior to school's opening, as well as, homework journal and required supplies. (List provided by teacher.)
4. Complete all mandated medical forms. These will be sent to you.
5. Ensure child reads books on summer reading list.
6. Complete all forms sent during August mailings.

### **"Shadowing"**

If you would like your child to "shadow" a student for a day at St. Stephen School, we will arrange for him/her to spend the day here matched up with one of our current 7<sup>th</sup> graders. To do this, your child will need a note from his/her school principal agreeing that your child can spend the day here.