



2025-2026 Preschool – 6th Grade New Student Application

Admission to St. Albert the Great Parish School is based on class capacity and availability of resources, as well as the developmental, scholastic, and behavioral qualifications of the applicant. The Administration has final authority over all enrollment decisions.

Admission to our School

To apply for enrollment, a completed application, specified supporting documents, and a \$200/\$210 non-refundable application fee, must be submitted for each child. Applications do not guarantee admission. Applications do not roll over year to year if an applicant is placed on a waitlist. An applicant must apply each year. Please review our admissions policy, dates, and applicant order of priority at <https://school.stalbert.org/admissions>.

Completing your application

The following items must be submitted **at the same time** before any Preschool-6th grade application is deemed “complete” and ready for review.

- New Student Application (per student)
- Non-refundable application fee (per student)
 - o \$200 if paid by check, made out to St. Albert the Great **OR**
 - o \$210 if paid by credit card, online payment at <https://store.stalbert.org/>. If online payment is used, please attach a copy of the emailed payment receipt to the application.
- Copy of the original, state-issued birth certificate (not the hospital certificate)
- Educational/accommodation plans, evaluations, or learning/behavioral diagnoses and documentation (if applicable)
- If Roman Catholic, a Letter of Good Standing from your current Catholic Parish. If you are registered, active, and have a current Stewardship Card on file at St. Albert the Great, you do not need to do this step.

Additional Requirements for **Grades 1-6**:

- Copy of report cards from the past two years. (Developmental and academic assessments and/or parent/teacher conference reports are acceptable for children applying to 1st grade IF the current kindergarten does not utilize official report cards.)
- Recent standardized test scores (If MAP, specifically the MAP Student Progress Report with bar graphs that show the student achievement scores)
- Student Interview and Academic Assessment for grades 1-6. Our Administration will contact you to schedule a date after January.

Once your child has been accepted, we will require the following documents:

- Copy of your child’s baptismal certificate, if Roman Catholic.
- Eye Exam Form from an optometrist (form available on our website)
- Current State of Kentucky physical form from physician (available on our website)
- Current immunization report from a physician (Must include Hep A vaccination)
- Play Café after-school care (grades JK-5) registration form & documents, if applicable.

Tuition Assistance

Information on tuition assistance can be found on our school website under the “Admissions” tab and by visiting the Catholic Education Foundation website at <http://ceflou.org/>.

After-School Care

After-school care (2:45-6:00PM) is available for an additional fee. If you require after-school:

- Preschool (Preschool 3’s or Pre-K 4’s)- simply mark “Full Day w/After-School Care” on the application. No additional steps are needed. Space is limited.
- Junior Kindergarten-5th grade, mark “Play Café After-School Care” on the application. Space is limited. You will need to submit additional registration documents at a later time. More information will be communicated in March.

Grade Eligibility

Preschool Eligibility

- Your child must be fully potty trained (no Pull-Ups) by August 1 of the starting year.
- Your child must be age 3 on or before August 1 of the starting year to enter Preschool 3's.
- Your child must be age 4 on or before August 1 of the starting year to enter Pre-K.

Junior Kindergarten Eligibility

- Your child must be fully potty trained (no Pull-Ups) by August 1 of the starting year.
- Your child must be age 5 on or before August 1 of the starting year to enter junior kindergarten.
- The readiness assessment results, preschool teacher recommendation, and admission documents determine acceptance status. The readiness assessment will take place at St. Albert in January.

Junior kindergarten offers parents another educational option if their child does not fit the traditional path from Pre-K to Kindergarten. "JK" allows children to benefit from an extra year of development academically, emotionally, and/or socially before entering Kindergarten.

Kindergarten Eligibility

- Your child must be fully potty trained (no Pull-Ups) by August 1 of the starting year.
- Your child must be age 5 on or before August 1 of the starting year to be eligible for kindergarten.
- The readiness assessment results, preschool teacher recommendation, and admission documents determine acceptance status. The readiness assessment will take place at St. Albert in January.

Grades 1-6 Eligibility

- We recommend prospective students applying for grades 4-6, shadow for a half day, if possible. Shadow visits are open to all students applying for grades 2-6, between October 2024 and April 2025.
- Prospective students will meet with one or more members of our Administrative Team (Principal, Assistant Principal, Counselor, and/or Learning Coordinator) for a casual interview and grade-appropriate academic assessment.
- The assessment results, interview, and admission documents determine acceptance status.

Grades 7-8 Eligibility

We typically only accept applications for new 7th or 8th grade students if siblings are also applying for other grade levels; the family is moving from out-of-town; or special circumstances approved by our Administrative & Admissions Team on a case-by-case basis. In those instances, applicants follow the same admissions process as grades 1-6.

Students with Diagnosed Learning Differences

- Students with learning differences shall be given the same consideration as all applicants. Before admitting a student with diagnosed learning differences, St. Albert the Great shall determine whether it can provide an appropriate education for that child in light of the school's resources and staff/support capacity.
- Learning differences are diverse and are treated on a case-by-case basis in Catholic schools.
- To qualify for accommodations, a student must have a recognized disability and the appropriate testing documentation. **Parents must provide the child's educational/accommodation plan, evaluations, and learning/behavioral diagnosis documentation at the time the application is submitted. Any changes made between submission and the start of the school year must be communicated to the school in writing.**

Catholic schools in the Archdiocese of Louisville use a model of inclusion for students with special learning needs. Students with mild to moderate learning disabilities are enrolled in regular classrooms with strategic teaching methods and appropriate accommodations. A school Learning Coordinator works closely with teachers and parents to identify strategies, modifications, and/or accommodations that can help a student with learning differences achieve success.

The Archdiocese of Louisville recommends that no more than 10-15% of students with learning differences be enrolled in any one classroom. Please contact us at admissions@stalbert.org for questions and availability for particular grades **before** you apply, as some grades have already met their capacity.



**2025-2026
Preschool – 6th Grade
New Student Application**

St. Albert Office Use Only:
 Check #: _____
 Credit Card: _____
 Received: _____
 Sent to CH: _____

STUDENT INFORMATION

Grade you are applying for:

- Preschool 3's Pre-K Jr. Kindergarten Kindergarten 1st. 2nd. 3rd 4th 5th. 6th

Student's Full Name: _____

Date of Birth: _____ Name Child Goes By: _____

Gender: _____ Oldest: Yes No Birth City/State: _____

Home Address (Street/City/ST/Zip): _____

Ethnic Group (Gathered for school demographics only and NOT for admission purposes):

- African American America Indian/Native Alaskan Asian Caucasian Multi-racial
 Latino/Hispanic Native Hawaiian/Pacific Islander Other _____

Language spoken at home: _____

Preschool Only

Class: Check one

- Preschool 3's** (child is age 3 by August 1 of starting year)
 Pre-K 4's (child is age 4 by August 1 of starting year)

School Day Options: Check one

- Half Day (7:50-11:15 a.m.)
 Full Day (7:50 a.m.-2:45 p.m.)
 Full Day w/After School Care (7:50 a.m.-6:00 p.m.) There is an additional fee for after-school care.

Jr. Kindergarten – 8th Grade Only

Transportation: Carpool Walker *Bus **Play Café After School Care 2:45 – 6:00 pm

*K-8 Only. Separate registration required. Information e-mailed in mid-April. There is an additional fee for bus service.
 ** JK-5th Only. Separate application/forms required for Play Café registration. Space is limited. There is an additional fee for after-school care.

SIBLINGS

Name: _____ Gender: _____ Grade/Age _____ School _____

Name: _____ Gender: _____ Grade/Age _____ School _____

Name: _____ Gender: _____ Grade/Age _____ School _____

Do you have children who graduated from St. Albert the Great? Yes No Name _____

FAMILY INFORMATION

Parent 1/Guardian 1

Full Name: _____ Name You Go By: _____

What is your relationship to the student? (circle one) Biological parent, grandparent, foster parent, adoptive parent, deceased parent, guardian(specify): _____

Marital Status (circle all that apply): married, divorced, single, separated, widowed

Home Address: _____
(Street) (City) (State) (Zip)

Home Phone: _____ Cell: _____ Work: _____

Email (please print clearly): _____

Religion: _____ Current Church: _____

Employer: _____ Occupation: _____

Step Parent/Spouse's name (if different from Parent 2): _____

Parent 2/Guardian 2

Full Name: _____ Name You Go By: _____

What is your relationship to the student? (circle one) Biological parent, grandparent, foster parent, adoptive parent, deceased parent, guardian(specify): _____

Marital Status (circle all that apply): married, divorced, single, separated, widowed

Home Address: _____
(Street) (City) (State) (Zip)

Home Phone: _____ Cell: _____ Work: _____

Email (please print clearly): _____

Religion: _____ Current Church: _____

Employer: _____ Occupation: _____

Step Parent/Spouse's name (if different from Parent 1): _____

Student resides with: _____

If custody is shared, who does the student stay with most often? _____

Person responsible for tuition payment: _____

Anything additional we need to know about your family situation: _____

STUDENT RELIGIOUS INFORMATION

Student's Religion: _____ Current Church/Parish Affiliation: _____

Child Baptized: Yes No Faith of Baptism: _____

SACRAMENT	DATE	CHURCH/PARISH	CITY/STATE	ZIP
Baptism				
First Communion				
First Reconciliation				
Confirmation				

HEALTH/EMERGENCY INFORMATION

First Contact/Relationship: _____ Phone Number: _____

Second Contact/Relationship: _____ Phone Number: _____

Parents will always be contacted first, but we would like alternative contacts in the instance where the parents cannot be reached in a timely manner:

Alternative Non-Parent Contact/Relationship: _____ Phone Number: _____

Alternative Non-Parent Contact/Relationship: _____ Phone Number: _____

Physician: _____ Phone Number: _____

Hospital: _____ Phone Number: _____

Health/Physical Limitations: _____

Medicine: _____

Instructions/allergies: _____

If you and the physician of your choice, as indicated on this form, cannot be reached in an emergency and, if in the judgment of the school authorities, immediate medical and/or hospital attention is indicated, do you authorize the school authorities to send your child (properly accompanied) to an available hospital or physician?

Yes No Signature of parent/guardian: _____

As a parent and/or guardian, I authorize the treatment of my minor child/children by a qualified and licensed medical doctor in the event of a medical emergency, which, in the opinion of the attending physician, may endanger his or her life, cause physical disability or undue discomfort if delayed. This consent is granted only after reasonable effort has been made to reach me.

Yes No Signature of parent/guardian: _____

STUDENT ACADEMIC HISTORY

Please list **ALL** schools previously attended including preschool & childcare centers
Can include additional information on the back if needed

Current Grade: _____ Name of current/last school attended: _____

School Address: _____

Date Entered: ____/____/____ Date Withdrew: ____/____/____

Reason for Transfer: *(circle one and provide an explanation if you selected options 3, 4, or 5)*

1- Completed Program 2-Moved 3-Illness 4-Parent Choice 5-Other

Grade(s): _____ School/Childcare Center Name: _____

School Address: _____

Date Entered: ____/____/____ Date Withdrew: ____/____/____

Reason for Transfer: *(circle one and provide an explanation if you selected options 3, 4, or 5)*

1- Completed Program 2-Moved 3-Illness 4-Parent Choice 5-Other

Grade(s): _____ School/Childcare Center Name: _____

School Address: _____

Date Entered: ____/____/____ Date Withdrew: ____/____/____

Reason for Transfer: *(circle one and provide an explanation if you selected options 3, 4, or 5)*

1- Completed Program 2-Moved 3-Illness 4-Parent Choice 5-Other

Are you aware of any learning or behavioral issues that may impact your child's educational process? (Please use additional paper for additional comments if necessary.) _____

Has your child ever been placed on a School Strategy Plan, Accommodation Plan, or Individual Educational Plan (IEP)?

Does your child take any prescription medication to improve learning or behavior? _____

Please check the box(es) below if your child:

Has ever **received** special services (i.e. First Steps, Speech, OT, tutoring, behavioral, psycho-educational, etc.). If yes, please explain in detail and provide the date of evaluation and services. _____

Has been **recommended** for special services (i.e. First Steps, Speech, OT, tutoring, behavioral, psycho-educational, etc.). If yes, please explain the reasoning and outcome in detail, including your child's current status. _____

Is in the **process of evaluation** for any special services i.e. First Steps, Speech, OT, tutoring, behavioral, psycho-educational, etc.). If yes, please explain in detail and provide the scheduled start date/evaluation date, including your child's current status: _____

Do you have any concerns or personal information we should be aware of including, but not limited to, child behavior issues, bathroom accidents, difficulty handling transitions and/or emotions, social concerns, anxiety, sensory processing, special family situations, etc.? _____

By signing below, I verify that the above information is accurate and complete. *

Parent Signature: _____ Date: _____

***If you have answered in the affirmative to any of the above questions, supporting documentation must be submitted and/or additional interviews may be necessary before the admission process can be completed. Please provide any educational/accommodation plans, evaluations, or learning/behavioral diagnoses and documentation at the time of applying. Any future evaluations and documents must be submitted in writing to St. Albert the Great. Failure to do so in a timely matter could affect your child's acceptance status.**

FAMILY PARISH ACTIVITY

Please check the box that best describes your family:

Currently registered and active at St. Albert the Great Parish:

- Parishioner status, for the sake of admission & tuition, is defined as those families currently REGISTERED, INVOLVED, AND CONTRIBUTING to St. Albert the Great Parish. PLUS, we must have your recent annual stewardship card on file in the Parish Office to be considered a current and active parishioner. You will be considered inactive if we do not have your most recent annual stewardship card on file. Please make sure this is completed before applying for admission. Parishioner status will be verified.
- The length of adult membership and parents' involvement will be considered. Please include this information on the last page of your application.
- Completion of your annual stewardship card (mailed in April) must be renewed annually by June 1st. If your stewardship form is not complete and submitted by the time tuition is billed, you will be billed the non-parishioner rate. **Preschool does not receive parishioner rate.**

Families currently registered at another Catholic Parish:

- If you are a registered and active member at another Roman Catholic Parish, **you must include a Letter of Good Standing from that parish with your application.** It must include your length of membership. Please include your Parish's name, length of membership as an adult, and Parish involvement on the last page of your application.
- If you are a REGISTERED, INVOLVED, AND CONTRIBUTING member of a Partner Parish, you will qualify for our parishioner tuition rate. "Partner Parish" is defined as a local Roman Catholic Parish that is not affiliated with a school (Epiphany, Cathedral of the Assumption, St. Louis Bertrand, to name a few). Please **include an initial Letter of Good Standing from your Parish with your application.** To be eligible for parishioner tuition, we will need an annual Letter of Good Standing from your Parish Office by June 1st of each year that includes your length of membership, involvement, and tithing. This requirement is similar to St. Albert parishioners submitting their Stewardship Card to our Parish Office each year.

Non-Parish Families:

Catholic, but not a current member of a Catholic Parish

Do you plan on joining St. Albert the Great Parish?

Yes No

Parish registration can be found on the Parish website under the "About" tab or you may call (502) 425-3940 for more information on Parish membership.

Families of other faiths seeking a Catholic education:

We welcome and respect students of all faith backgrounds. Because religious instruction is an integral part of our mission, all students must fully participate in religion class, prayer, liturgies, and activities, except those activities not permitted by the Catholic Church, such as receiving sacraments.

Are you interested in learning more about RCIA (The Rite of Christian Initiation of Adults)?

Yes No

RCIA is a journey of faith that welcomes new adult members into the Catholic Christian Community. It is for those who are: not Baptized or were Baptized in another faith but are interested in becoming Catholic. For more information or to join the RCIA process, contact Deacon Mark Preischel at 502-297-2406 or mpreischel@stalbert.org.

As a member of any Parish community, you have a responsibility to practice active stewardship. Please list ways you have contributed or will contribute in the form of time, talent or treasure to St. Albert or your previous Parish.

Do you have any other connections to St. Albert or other comments you wish to share?_____

Signature of Parent/Guardian

Date

NEW THIS YEAR

Submitting your application early in the morning or on the first submission day, will NOT affect your placement in line OR increase your chances of acceptance. In other words, please do not drop off your application at 12:01 AM or as soon as the school office opens. The dates and order of priority criteria can be found on our school website under the “admissions” tab.

Applications may be submitted in the following ways:

- Personally dropped off in the School Office, Mon-Fri between 9:00 AM - 2:00 PM.
- Documents placed in the locked, black mailbox outside of our School Office Entrance.
- Mailed to: St. Albert the Great Parish School, Attn: Admissions, 1395 Girard Drive, Louisville, KY 40222

For questions, contact Janelle Richardson at jrichardson@stalbert.org

*Thank you for applying to St. Albert the Great Parish School.
We are honored and privileged that you have selected St. Albert for your family.*