



St. Michael's Preparatory School

Applicant Checklist

Dear Applicant:

We appreciate the confidence you have placed in us by requesting this application. Completing this application is the first step in a three step application process. When all the required forms have been received, your application will be reviewed and we will contact you to provide you with an update.

The second step of the application process is an Entrance Test. You must register in advance in order to take our Entrance Test. Please contact our office directly to handle the details of registration. Entrance Test results are available within 3-4 weeks of the testing date.

During some point in this process, we will contact you to schedule a personal interview with our Headmaster, Fr. Gabriel Stack, O. Praem. The interview completes the third step in the interview process.

Scholarships and Financial Assistance

If you are planning to apply for financial aid, please do not mail your application to us, but rather to P.S.A.S. You will be notified and given details when there has been a decision made about your financial assistance – usually in March. The application for financial aid is found online at: http://stmichaelsprep.org/files/PSAS_Financial_Aid_Application.pdf.

If you qualify for the Merit Scholarship, please check the appropriate box on the application form and provide a letter of recommendation written by your school principal, or parish priest if you are home schooled. Contact the school office if you have questions about the Merit Scholar Program.

The checklist below is provided to help you and is yours to keep. Please send copies, not originals.

✓	Item	Date Sent
	Register for Entrance Test (\$60 Registration fee; contact school office to register)	
	\$100 Application Fee (Send with Application)	
	Application Form with Photo	
	Parent/Guardian Information Form	
	Recommendation From An Adult Friend	
	Agreement and Waiver (signed and dated)	
	Athletic Agreement (signed and dated)	
	Copy of last 2 report cards	
	(2) Samples each of English and Math school work	
	Copy of Baptismal Certificate	
	Health History (A7)	
	Copies of front and back of Medical, Dental, and Vision Insurance cards (both front & back of card should show on same sheet of paper)	
	High School Recommendation (to be filled out by a teacher or counselor who knows your son well)	
	Transcripts Request (to be turned in to Counselor's Office at current school)	
	Letter of Recommendation from principal or parish priest if applying for Merit Scholarship	
	Financial Aid Form, if required (Send directly to PSAS)	

*St. Michael's Prep admits students of any race, color, religion or ethnic origin
to all the rights, privileges, programs and activities of the school*