



**“Growing the total child in wisdom, age, and grace.”**

☎ Main 281.485.2845    🖨 Fax 281.485.7607  
shcsaints.org • 2213 Old Alvin Rd., Pearland, TX 77581  
Archdiocese of Galveston-Houston

## **New Student Procedures PK-8**

1. Admissions application- The following completed documents must be included with your application for admission into St. Helen Catholic School.

- Copy of student birth certificate
  - Copy of student baptismal certificate/1st Communion
  - Copy of student social security card
  - Copy of current immunization records
  - All previous report cards and/or standardized testing
  - Teacher recommendation (sent directly from teacher)
  - Day care recommendations for PK (if applicable)
  - All completed application and forms
  - Application fee of \$75 per student
  - Custodial papers- if applicable
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- **Admissions Testing-** All new students must be tested/screened. (Complete test card) **PARENTS MUST WAIT ON PREMISES WHILE THEIR STUDENT IS TESTED. Testing begins promptly at 9 a.m.**
  - The PK4-8th grade testing/screening process begins at 9 a.m. and will last approximately one hour. (PK & K may take longer.) Please arrive fifteen minutes ahead of time. Be prepared to complete an assessment document on your child while waiting.
  - PK4 must be 4 before Sept 1st, and Kindergarten must be 5 before Sept 1st.
  - PK3 applicants must be 3 years before Sept 1 and may be required to re-test prior to acceptance. (Note: PK3 testing is done in May)

### **Potty Training (PK3, PK4 and Kindergarten)**

All students must be completely potty trained prior to the first day of school. Potty training is defined as follows:

- Verbally identifying the need to use the bathroom
- Pulling down articles of clothing to get to the toilet
- Wiping him/herself
- Independently replacing articles of clothing moved for toileting

St. Helen does not have the staff to assist your child with potty training. Complete potty training is expected.

**\*\*\*\*\*See registration schedule for dates to return the application.\*\*\*\*\***

**Note: Please read all information including the enrollment contract carefully.**