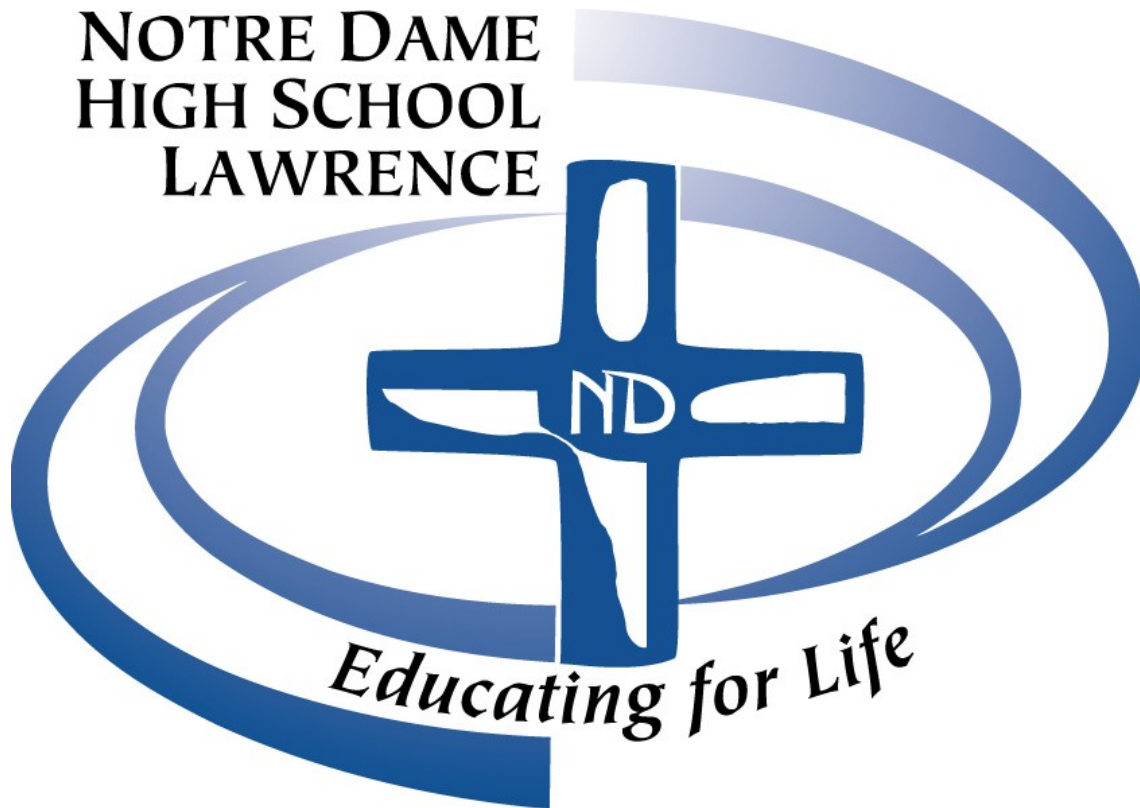


NOTRE DAME
HIGH SCHOOL
LAWRENCE



Application for Admission

Admissions Office
207 Hampshire Street
Lawrence, MA 01841
978-689-8222 Ext. 19
Fax: 978-689-8728

Applicant must be at least fourteen years old by September 1st.

HELPFUL TIPS FROM THE DIRECTOR OF ADMISSIONS

- Visit our website: www.ndhslaw.org.
- When completing your application for admission to Notre Dame High School, be as thorough as possible. *Refer to the instructions provided.*
- Spend time writing your *essay*. Remember that your essay is a reflection on you, therefore it requires time, thought and multiple revisions.
- Allow enough time for your evaluation/recommendation letters to be completed by the evaluators.
- Make sure your **teacher/counselor** mails the recommendation forms directly to Notre Dame High School.
- Send as many documents as possible at the same time.
- Pay attention to deadlines. Register in advance for upcoming events.
- Post the NDHS calendar of event on your refrigerator and revise it periodically.
- After submitting all the required documents, follow up with the admissions office to verify that your documents have been received.
- Learn as much as possible about the school. ***Open House / Information Nights*** are scheduled every other month, from October to May, for students and their families. You can also call to schedule a visit to ***shadow*** one of our students.
- If you are called for an interview, arrive on time, dress professionally, be prepared with questions, and watch your body language and posture.
- Finally, do your best and take pride in it.

PLEASE NOTE: Admission to Notre Dame High School is contingent upon the completion of your current grade as well as participation in the Corporate Work Study Summer Program.

DOCUMENTS REQUIRED TO COMPLETE THE ADMISSIONS PROCESS

Please provide all of the following documents to the Admissions Office. Your application will not be considered until we receive all attachments. Applicant must be at least fourteen years old by September 1st.

Application Checklist:

- Application for Admission to Notre Dame High School.
- Parent's Income Information and Statement of Intent Form.
- Copies of the applicant's previous and current report cards (grade 7-12).
- Copy of Standardized Test Scores (MCAS, Iowa, Terra Nova, etc.)
- Official score from the Catholic High School Placement Test.
- Three recommendation letters, including:
 - a) Two evaluations from teachers in either of the following departments:
Language Arts or Mathematics
 - b) One personal recommendation letter from: a teacher, school principal, counselor, employer, volunteer supervisor or pastor.
- Copy of the applicant's **US birth certificate**. If you were born outside of the United States, please provide copy of your Residence Alien Card or US Passport.
- Copy of the applicant's social security card.
- Copy of your parents' most recent W-2 and 1040 forms. If your family does not file, we require any other supporting income verification documents, such as: SSI, DTA, workers compensation, among others.

APPLICATION INSTRUCTIONS

Type or print
Fill in all blanks provided

Use blue or black ink
Review for accuracy

1. PERSONAL INFORMATION

Date of Application: _____

Name: _____ Grade applying for: 9th 10th 11th
Last First MI

Birth Date: ____/____/____ Age ____ Social Security #: ____ - ____ - ____ Gender: F M
Month Day Year

Home Address: _____
Street City State Zip

Home Phone: () _____ - _____ Cellular: () _____ - _____ Email: _____

Citizenship: I am a citizen of the United States I am a permanent resident of the United States Other: _____ Birthplace: _____ *Print*

2. HOW DID YOU HEAR ABOUT NOTRE DAME HIGH SCHOOL?

- Information Night City Billboard Guidance Counselor TV
 Current NDHS Student Community Flyer High School Fair Friend
 Church Bulletin Board Returning Student Newspaper Other: _____

Name of relatives who attend/have attended Notre Dame High School:

Name	Relation to You	Year of Graduation
_____	_____	_____
_____	_____	_____

3. 8TH GRADER APPLICANTS ONLY:

Present School: _____ Grade: _____

Address: _____

Have you ever been asked to skip or repeat a grade, or to withdraw from school for any reason? YES NO

Please explain: _____

4. HIGH SCHOOL TRANSFER APPLICANTS ONLY: BE SURE TO LIST YOUR CURRENT HIGH SCHOOL FIRST, THEN THE MIDDLE AND ELEMENTARY SCHOOLS YOU ATTENDED.

A.	School	City	State	Zip	Phone Number	Dates Attended
B.	_____	_____	_____	_____	_____	_____
C.	_____	_____	_____	_____	_____	_____

Have you ever been asked to skip or repeat a grade, or to withdraw from school for any reason? YES NO

Please explain: _____

5. APPLICANT MEDICAL INFORMATION (Required information):

Does the applicant have any physical conditions of which the school should be aware? Please check all that apply:

- Glasses Hearing Aid Diabetes Asthma Do you use an inhaler? Yes No
- Allergy Nature of allergy? _____
- Taking medication? Explain _____
- Other medical conditions: _____

6. APPLICANT PSYCHOEDUCATIONAL (Required Information):

Has the applicant ever had a psycho-educational evaluation, or been tested for a Learning Disability or Attention Deficit Disorder? Yes No If yes, please indicate date of testing: _____ *(Evaluations must be forwarded)*

Is the applicant enrolled in special education classes? Yes No

Does the student have an Individual Education Plan (IEP) ? Yes No If yes, please explain: _____

Does the student have a 504 Education Plan? Yes No

7. QUESTIONS 7-10 ARE OPTIONAL: Language preferred by student: _____
Ethnic Background:

- American Indian or Alaskan Native Hispanic / Latino Asian / Pacific Islander
- African American or Black Multiracial Caucasian Other: _____

8. RELIGIOUS INFORMATION: Church/Parish: _____

- Catholic Protestant Jewish Hindu
- Muslim Buddhist Christian Other: _____

If Catholic, please check if the applicant has received any of the following Sacraments:

- Baptism Reconciliation First Communion Confirmation

Please indicate any Sacrament the applicant would like to receive:

- Baptism Reconciliation First Communion Confirmation

9. ARE YOU A MEMBER OF ANY OF THE FOLLOWING INSTITUTIONS?

- YMCA Adelante Youth Center Upward Bound PALS
- Boys' & Girls' Club Movement City Essex Arts Center HOPE Youth Center

10. LIST ANY SCHOOLS OTHER THAN NOTRE DAME HIGH SCHOOL TO WHICH THE APPLICANT IS APPLYING:

11. PERSONAL DATA OF MOTHER / GUARDIAN:

(please print)

Full Name: _____ Birthplace: _____
Last First Middle Initial

Home Address _____
Street City State Zip

Home Phone: () _____ - _____ Work Phone : () _____ - _____ Cellular: () _____ - _____

Email: _____ Occupation: _____ Employer: _____

Education: High School Associates Degree Bachelors Degree Graduate School Other: _____

If legal guardian is not student's mother, please check

12. PERSONAL DATA OF FATHER /GUARDIAN:

(please print)

Full Name: _____ Birthplace: _____
Last First Middle Initial

Home Address _____
Street City State Zip

Home Phone: () _____ - _____ Work Phone : () _____ - _____ Cellular: () _____ - _____

Email: _____ Occupation: _____ Employer: _____

Education: High School Associates Degree Bachelors Degree Graduate School Other: _____

If legal guardian is not student's father, please check

MARITAL STATUS OF PARENT/S:

(please print)

Married Single Parent Divorced Separated Mom Deceased Dad Deceased

Student lives with: _____ *Relation:* _____

Under DSS Custody Name of Social Worker: _____ Phone: _____

13. NAMES OF BROTHERS AND SISTERS:

Name: _____ Age: _____ Occupation: _____

Name: _____ Age: _____ Occupation: _____

Name: _____ Age: _____ Occupation: _____

Name: _____ Age: _____ Occupation: _____

14. EMERGENCY CONTACT:

_____ () _____
Full Name Phone Number Relationship to Student

_____ () _____
Full Name Phone Number Relationship to Student

15. NUMBER OF PEOPLE IN HOUSEHOLD: _____

I hereby that the information furnished on the application is complete and accurate.

Signature of Parent / Guardian

Signature of Applicant

Date

HOUSEHOLD INCOME INFORMATION

The information requested on this form will be used to evaluate your family's financial need. Your daughter/son's file will be processed after **all required documents are received and completed**. This is an application for our internal admissions process. This application is to be mailed with the Application for Admission. You will also be required to fill out a ***FACTS Grant & Aid Form*** available on line at **www.factstuitionaid.com**. This form may also be picked up in English or Spanish at the School Office.

The person completing this form must be who claims the student on the income tax form as a dependent. Please mail in your most current 1040 and W-2 forms.

1. **Name of person who claims the applicant as a dependent:**

_____ *First*

_____ *Last*

Relationship to student: _____

2. **Is the applicant currently eligible for free or reduced lunch?** Yes No

3. **Tax Reporting Filing Status:**

Married

Married Filing Separately

Single

Head of Household

Qualifying Widow

4. **Did you complete a 2010 IRS Income tax form?** Yes No Do not file

5. **What was your family *adjusted gross income* for 2010?** \$ _____

6. **How much will the family be able to pay toward the applicant monthly tuition?** \$ _____

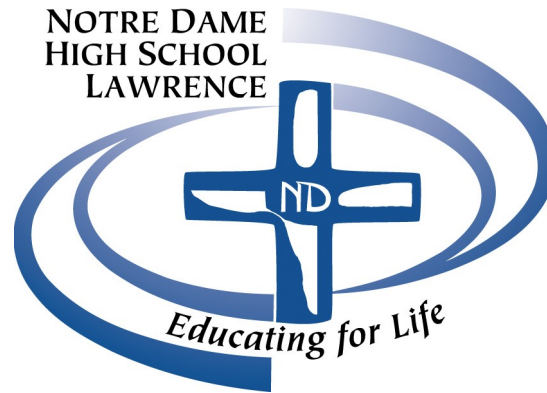
7. **How many people are in your household?** *Adults:* _____ *Children:* _____

Please Note:

- Mail a copy of your **2009** IRS federal income tax return 1040A or 1040 and W-2, from both you and your spouse.
- Copies of all supporting documentation for household Social Security Income, Welfare, Child Support, Food Stamps, Workers' Compensation, and Temporary Assistance for needy Families (TANF).
- If completing this form after **February 15, 2011**, please mail your **2010** income tax forms, 1040A or 1040 and W-2.

POLICY OF NON-DISCRIMINATION

Notre Dame High School does not unlawfully discriminate on the basis of race, color, gender, sexual orientation, religion or national or ethnic origin in its student admission process, faculty and staff hiring practices, educational policies, scholarships, athletics or other school-administered programs.



OUR MISSION

In the tradition of the Sisters of Notre Dame, Notre Dame High School provides a Catholic, affordable, culturally sensitive, college preparatory education enhanced by professional work experience for young men and women from families with limited income.

OUR VISION

Notre Dame High School will be known for graduating confident, academically successful students who are spiritually rooted, intellectually curious, active community and global citizens and college graduated leaders.

OUR CORE VALUES

- **Goodness of God**
- **Integrity**
- **Family**
- **Education for Life**
- **Respect**
- **Community**

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