



St. Gregory the Great Catholic School
700 Dewhurst Road, San Antonio, TX 78213
210-342-0281, fax 210-308-7177

ADMISSION CHECKLIST

STEP 1

DATA

Student Name _____
Student Address _____
Mother's Name _____
Mother's Address (if different) _____
Father's Name _____
Father's Address (if different) _____
Student's Home Phone _____

STEP 2

ASSESSMENT

\$25 Testing Fee paid Testing Date _____
 Check # _____ Time _____
 Cash Received by _____ Admin. by _____
 Report Card (most recent) Results Attached
 Standardized Test Results
 Letter of Recommendation from Current Teacher

STEP 3

ADMINISTRATION

Admission Reviewed By _____
 Accepted
 Accepted conditional _____
 Denied

 Parents Notified, Date _____

STEP 4

DOCUMENTS

Birth Certificate
 Immunization Record
 Social Security Card
 Baptismal Record
 Eucharistic Certificate (if applicable)
 Reconciliation Certificate (if applicable)

 Application for Admission
 Registration Card (green)
 Data Card (blue)
 Emergency Card (yellow)
 Directory Card (pink)
 Health Information (white)

 Transcript Request Form (K-8)

STEP 5

FINANCE

Payment of Registration Fee, General Fees and Fundraising Fee
 First month's Tuition
 Payment Arrangements

 Provide final transcript and testing results to office at the end of the school year.