



ADMISSION PROCESS 2020-2021

Thank you for considering SMS for your child's educational experience!

- 1. For general information regarding the school, please contact or visit our Admissions Coordinator, Monday to Friday from 7:30 a.m. to 3:30 p.m., who will provide you with the preliminary application forms. Guided tours of our campus are held on Tuesdays, Wednesdays, and Thursdays between 8:30 a.m. and 10:30 a.m., only by appointment.**
- 2. Evaluation Process**

Evaluation – required documents:

- 2018-2019 Report card
- 2019-2020 Report card
- Registration form
- Counseling form
- Previous school recommendation letter
- Letter from previous school informing that there are no outstanding tuition payments (not applicable to SMS siblings)
- Three 2 x 2 photos
- RD\$2,000.00 Evaluation Fee (payable the day of evaluation)

Deadline for submission of First Grade documents: November 7th, 2019

PLEASE SEE BELOW OTHER DOCUMENTS THAT WILL BE REQUIRED AT THE TIME OF ADMISSION.

- 3. First Grade Admissions Night – Evaluation Process, Orientation, and Information on Evaluation Appointments**

Date: Thursday, November 14th, 2019 – 7:00 p.m.

In this meeting, we will present to parents the First Grade evaluation process and give the evaluation appointments to those candidates who have completed all the previously required documentation. Evaluations begin on Monday, November 18th, 2019.

Parents will be asked to bring their child to St. Michael's to participate in the evaluation process on the specific dates and times given. Parents will also be given another date and time for them to participate in an interview with a member of the Admissions Committee.

Evaluations for 2nd – 10th grade applicants will be carried out according to availability and after documents are reviewed by the Admissions Council. These evaluations will take place by appointment starting September of the current school year.

4. Enrollment Process

After receiving the admission approval notification, the following must be fully completed within the period indicated by the Admissions Coordinator:

a. Payment (according to chosen plan) to the Cashier.

b. Rendition of the following documents to the Admissions Coordinator:

- Original, legalized, and updated birth certificate (photocopy if you were born abroad and legally translated into Spanish).
- Medical certificate (*3 months validity*)
- Eye exam (*3 months validity*)
- Hearing exam (*3 months validity*)
- Copy of vaccine record
- Signed Parent School Agreement (sent via email)
- Complete school year original report card issued by current school (at the end of the school year), duly validated if necessary.

THE DOMINICAN MINISTRY OF EDUCATION DOES NOT VALIDATE THE REGISTRATION OF ANY STUDENT WHO HAS NOT COMPLETED ALL THE ABOVE DESCRIBED DOCUMENTATION REQUIREMENTS.

For additional information, please contact us at Tel. 809-563-1707 Ext.809 or email: admisiones@sms.edu.do