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# ADMISSIONS PROCESS

## 2024-2025

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ADMISSIONS DEPARTMENT  
809-563-1707 EXT. 809  
ADMISIONES@SMS.EDU.DO  
FARAH VIDAL

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## VISIT OUR SCHOOL

*In order to obtain general information of our school, please contact or visit our Admissions Coordinator from Monday through Friday between 7:30 a.m. to 3:30 p.m., where you can also file a preliminary placement request. Guided tours can be arranged by appointment calling 809-563-1707 ext. 809 or clicking on the link [St. Michael's School](#).*

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Our **Open House** will take place on Thursday, October 12th, 2023.

## ” EVALUATION PROCESS

Documents required before student evaluation:

- Complete the **Application Form**.
- Report cards **2022-2023** and **2023-2024** to date Recommendation
- letter from previous school (**First Grade**) Recommendation form in the SMS format (**from Second grade up**) Letter confirming
- payment of previous school
- color photos 2" x 2"
- DR\$2,000.00 (pay in cash at school register)

***Due date to hand in documents for First Grade: November 3rd, 2023***

Please see further below, the additional documentation required upon enrollment.

First Grade Evaluations  
November 7th - 30th, 2023





The evaluations for **First Grade** begin, **November 7th, 2023** until **November 30th**. The Admissions Coordinator will contact you with the assigned date. Two to three days after the evaluation, parents will have an interview with one of the Founding Directors to discuss results. The Admissions office will then notify you of the decision taken by the Admissions Committee, two or three work days after the interview.

The evaluations for **Second Grade** and above will be programed as per placement availability and after document revision on behalf of the Admissions Committee. These evaluations will begin as of September 2023.

## ENROLLMENT STEPS

Following the Admissions confirmation notice, the official **SMS Registration Form** must be filled out and handed to the Admissions office before **December 6th, 2023**. This form encompasses the below requisites:

- a. **Fulfillment of the corresponding payment according to the chosen plan** (December 15th, 2023)
- b. **Provision the following required documentation** (before August 15th 2024):
  - Birth certificate, original, legalized, and updated. If born abroad, birth certificate may be a photocopy (legally translated into Spanish).
  - Medical certificate (no later than 3 months of being issued)
  - Vision examination report (no later than 3 months of being issued)
  - Hearing examination report (no later than 3 months of being issued)
  - Copy of vaccination record
  - Signed Parent/School agreement 2024-2025 (sent via email) and digital copy of the dominican ID of the parents or guardians
  - Copias de las cédulas de los padres o tutores
  - Reporte completo de notas finales (*original emitido por colegio de procedencia*) al finalizar el año escolar, debidamente convalidado en caso de ser necesario

**ENROLLMENT IS NOT VALID FOR THE MINISTRY OF EDUCATION (MINERD) WITHOUT THE PROVISION OF ALL THE REQUIRED DOCUMENTS.**