



**2025-2026**

# ADMISSIONS PROCESS

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

---

# VISIT OUR SCHOOL

For general inquiries about our school, please contact or visit our Admissions Coordinator, available Monday through Friday, from 7:30 a.m. to 3:30 p.m. During this time, you may also submit a preliminary placement request. Guided tours can be arranged by prior appointment. To schedule a tour, please call 809-563-1707 ext. 809, or click on the link: [St. Michael's School Tour Request](#).

---

Our **2025-2026 Open House** will take place on Thursday, October 17, 2024.

## ” EVALUATION PROCESS

Documents Needed Prior to Student Evaluation:

- Completed [Application Form](#)
- Report Cards: 2023-2024 and 2024-2025 (up to the current date)
- Recommendation Letter (for First Grade) from the previous school
- Recommendation Form (Second through Tenth Grade) from the previous school
- No Outstanding Payment Letter from the previous school
- Admissions Fee: RD\$2,000.00 (payable in cash at the school Cashier Office)

**Deadline for First Grade Document Submission: October 15, 2024**

Please refer to the following section for additional documentation required upon enrollment.

First Grade Evaluations  
October 21 - November 15, 2024





First grade evaluations will be conducted from October 21 to November 15, 2024. The Admissions Coordinator will reach out to confirm your assigned date. Following evaluation, parents will meet with one of the Founding Directors to discuss the results. Please note that the final decision from the Admissions Committee will be communicated within ten days of the evaluation.

Evaluations for second grade and higher will be scheduled based on placement availability and the review of submitted documents by the Admissions Committee.

## Next Steps After Admission Confirmation

Once you receive confirmation of admission, the official SMS registration form must be completed and submitted to the Admissions Office by December 13, 2024. This form includes the following requirements:

- **Payment:** To secure a spot for your child in our Grade One class at SMS, a deposit of US\$2,000.00 must be submitted within ten days of receiving the admission decision. This deposit will be applied to the selected Tuition Payment Plan, which is due in February 2025. Please note that the deposit is non-refundable and non-transferable.

### **Required Documentation (to be submitted by June 15, 2025):**

- Original, legalized, and updated birth certificate. If born abroad, a photocopy of the birth certificate (legally translated into Spanish) is acceptable.
- Medical certificate (issued within the last 3 months)
- Vision examination report (issued within the last 3 months)
- Hearing examination report (issued within the last 3 months)
- Copy of vaccination record
- Signed 2025-2026 Parent/School Agreement (sent via email)
- Copy of parents' or tutors' IDs
- Original final grades issued by the previous school, dully validated by the Ministry of Education (MINERD) at the end of the school year.

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

For further information, please contact 809-563-1707 Ext. 809 / [admissions@sms.edu.do](mailto:admissions@sms.edu.do)