



ADMISSIONS CHECKLIST

To assist in organizing your application process to Pope Francis Preparatory School (PFPS), please make note of the following steps needed to complete the admissions process.

Note: Some of these documents will be included by signing the Information Release.

- Complete and submit an admissions application online with a \$75 application fee
- Take the Placement Test (incoming Freshmen only). Part of application.
- Submit a short essay on “Why you want to attend”. Part of application.
- Submit a signed Information Release for school records
- Submit a copy of birth certificate
- Submit 7th and 8th grade report card for 9th grade applicants
- Submit all high school grades/transcript for 10th, 11th, or 12th grade applicants
- Submit most recent IOWA or MCAS scores
- Submit IEP or 504 plan (if applicable)
- Submit Attendance and Discipline records
- Schedule personal interview for current 8th graders or meeting for transfer students
- Shadow for a day (optional)

A student will be eligible to receive a letter of acceptance, if and only if, this process is completed. Please note, however, that completing this process does not guarantee acceptance. For more information, contact Ann Rivers, Director of Admissions, at **833-999-POPE (7673), ext. 1132 or arivers@popefrancisprep.org.**