

Parkersburg Catholic Schools

Admissions Process

1. Inquiry (call, web form, email, referral, marketing conversion)
2. Initial Contact
3. School Tour
4. Shadow Day
5. Principal Interview/ Needs review (if applicable)
6. Application Submission & Review (Offer Acceptance, Offer Waitlist, Application denied)
7. Family Offer Acceptance & Registration Fee. Advance to Enrollment Process

Applications can be submitted at any point between step 2 and 4. They must be submitted to proceed to step 5 or beyond.

Enrollment Process

*Student is NOT enrolled until all steps are completed. Class scheduling may not occur until Steps 1-7 are completed.

1. Provide the family with required confidential documents, including vaccinations, and forms for enrollment.
2. Family setup Tuition Payment Plan in FACTS and confirmed by business manager.
3. Apply for Grant and Aid (if applicable).
4. All required documents and signatures are received. Registration fee paid.
5. "2021-2022 Tuition & Fees Schedule" and "Withdrawal Policy" signed and submitted.
6. Preschool - Clarify enrollment level (P/T, F/T)
7. After School Care Registration - Preschool and Elementary only - (yes or no option)
8. Middle School - Class schedule meeting with school counselor, limited choices for Middle School
9. High School - Class schedule meeting with school counselor (Plan loosely for all 4 years, following year requests submitted)
10. Probationary Period (1st quarter) of 1st year of attendance where a student can be unenrolled by school or parent.