GRADES K-8
APPPLICATION PROCEDURE
2024-2025 SCHOOL YEAR

1. Please submit the following to Mater Christi School, 35 Hurst Ave., Albany, NY 12208:
    - Completed Application Form
    - Signed release of information for child's school
    - Signed release of information for child's teacher
    - Enclosed Health History Form
    - Record of Immunization- with most recent update
    - Birth Certificate
    - Baptismal Certificate- if applicable
    - $50.00 non-refundable application fee
2. Applications are accepted on an ongoing basis after **January 1st**.
3. Requests for records will be sent to child's school and teacher.
4. Records will be reviewed as soon as they are received, a personal interview will be scheduled and families will be informed of acceptance.
5. When the number of applicants exceeds the number of openings, priority is given to active members of Mater Christi parish and neighboring parishes without schools.
6. Acceptance is finalized with the receipt of a signed tuition agreement and non-refundable registration fee of $200 per child ($400 max per family).
6. A physical form completed by your child's doctor should be returned on or before the first day of school. Physicals must be dated between **9/1/23 and 9/1/24**. For your information a child is not allowed to participate in physical education classes until a recent physical is on file.

If you have any questions, please call the school office at 518-489-3111 or contact us via email at principal@mcsalbany.org.

Mater Christi School
35 Hurst Avenue, Albany, New York 12208
Phone: 518.489.3111 Fax: 518.489.5865
www.mcsalbany.org

For Office Use Only
_____ **Application Fee**
_____ **Registration Fee**
_____ **Birth Certificate**
_____ **Baptismal Certificate**
_____ **Health History Form**
_____ **Physical/Immunizations**
_____ **Dental Form**
_____ **Records Request**

Acceptance _____ **Approved**
_____ **Pending**

APPLICATION FORM

Date of application _____

Grade Requested: ___ PK3AM ___ PK3 3days ___ PK3 5 days ___ PK4AM ___PK4 3days ___ PK4 5 days

___ Kdg ___Gr. 1 ___Gr. 2 ___Gr. 3 ___Gr. 4 ___Gr. 5 ___ Gr. 6 ___ Gr. 7 ___ Gr. 8

Student

_____ _____ _____ _____ Male _____ Female
Last Name First Name Middle Name

_____ _____
Address City State Zip Phone

_____ _____ _____
Date of Birth Place of Birth Student's Religion

Sacramental Record	Date	Church	City/State
Baptism	_____	_____	_____
First Eucharist	_____	_____	_____
First Penance	_____	_____	_____

Previous School Attended _____
Address _____

_____ _____
Father's Last Name First Name

_____ _____
Father's Religion Parish Registered In

___ Address same as student _____
Home address if different from student

_____ _____ _____
Home Phone Work Phone Cell Phone

_____ _____
Email Occupation/Business Address

_____ _____
Mother's Last Name First Name Mother's Maiden Name

_____ _____
Mother's Religion Parish Registered In

___ Address same as student _____
Home address if different from student

_____ _____ _____
Home Phone Work Phone Cell Phone

_____ _____
Email Occupation/Business Address

Guardian or Step-Parent (Please circle)

Last Name _____ First Name _____

Religion _____ Parish Registered In _____

___ Address same as student

Home address if different from student _____

Home Phone _____ Work Phone _____ Cell Phone _____

Email _____ Occupation/Business Address _____

Parent's Marital Status (If parents are separated or divorced, a copy of custody details is required.)

Father: _____Married _____Single _____Separated _____ Divorced _____ Widowed _____ Remarried

Mother: _____Married _____Single _____Separated _____ Divorced _____ Widowed _____ Remarried

Names of All Siblings	Age	Date of Birth	School

Emergency Contacts

Name_____ Phone Number _____

Name_____ Phone Number _____

Name_____ Phone Number _____

Primary Mailing Address:

Name: _____

Address:

_____

_____

Additional Mailing Address: (non-custodial parent)

Name: _____

Address:

_____

_____

Please share the reason you chose to apply to MCS:

_____

_____

_____

_____

_____

_____

_____

H.E. 101 (Rev 07/12)

CITY SCHOOL DISTRICT OF ALBANY
BUREAU OF HEALTH AND PHYSICAL EDUCATION

HEALTH HISTORY AND REGISTRATION

SCHOOL _____ DATE _____ GRADE ENTERING _____

The information you provide on this form will become part of your child's Permanent Health Record. To protect your child and to help the District to appropriately respond to the health needs of your child, please answer all questions on **BOTH** sides of the form.
A certificate of immunization must be attached to this registration.

Child's Name (Last, First) _____ Sex _____ Date of Birth _____

Child's Address (No. and Street - Apt. No. - Zip Code) _____ Telephone Number/s _____

Father/Guardian _____ Mother/Guardian _____

Father/Guardian's Home and Work Telephone Nos. _____ Mother/Guardian's Home and Work Telephone Nos. _____

Emergency Contact #1 (Name, Relationship and Telephone Nos.) _____

Emergency Contact #2 (Name, Relationship and Telephone Nos.) _____

School Last Attended _____ Albany Public Schools Attended _____

Health Care Provider _____ Approximate Date of Last Physical Examination _____

Dentist _____ Approximate Date of Last Dental Examination _____

Insurance Information: Health Plan _____ ID/CIN # _____ Group # _____

BROTHERS AND SISTERS:

Name	Date of Birth	Grade/School

Note: For the safety and wellbeing of your child, you must be accessible in the event of illness or injury. Notify the school immediately if any of the emergency numbers or contacts you provided above change. It is not in the best interest of an ill or injured child to be maintained indefinitely at school. Parents must pick up their child when the child is ill or injured. If parents are unable to do so, they must designate a responsible adult to pick up and attend to their child.

OVER →

H.E. 101 (Rev 07/12)

If your child has had any of the following health problems or diseases, please check below and provide details in the comment column.

HEALTH HISTORY				COMMENT Please use this space to provide details for any condition/s checked.
Blood Disorders		Allergies		
Chicken Pox		Asthma		
Chronic Ear Infections		Birth Defects		
Hearing Loss		Bone/Joint Muscle Problems		
Hepatitis		Diabetes		
Mono		Heart Disease or Murmur		
Scarlet Fever/Strep		Lead Level Elevated		
Sickle Cell Disease		Operations/Hospitalizations		
Speech Problems		Seizure Disorders		
Tuberculosis		Serious Injuries		
Vision Problems		Other Health Issues		

Were there any complications during the pregnancy of this child? _____. If so, please describe. _____

_____.

What was the length of the pregnancy? _____ What was your child's birth weight? _____

Were there any complications during the birth of this child? _____. If so, please describe. _____

_____.

Does your child take any regular medications? If so, please list. _____

_____.

Does your child have any social or emotional problems that may impact his/her ability to learn and socialize in school? _____. If so, please explain. _____

_____.

New York State Education Law requires all new entrants and students in Pre-K or K, 2nd, 4th, 7th and 10th grades to have a physical exam. If a physical form is not returned to school before our school physicians come for physicals, your child will have a health appraisal in school.

Your signature authorizes health office personnel to share health related information with appropriate school staff when that information is necessary to insure the health and safety of your child.

_____
Parent/Guardian Name

_____ _____
Parent/Guardian Signature Date

REQUIRED NYS SCHOOL HEALTH EXAMINATION FORM

TO BE COMPLETED BY PRIVATE HEALTHCARE PROVIDER OR SCHOOL MEDICAL DIRECTOR

Note: NYSED requires a physical exam for new entrants and students in Grades Pre-K or K, 1, 3, 5, 7, 9 & 11; annually for interscholastic sports; and working papers as needed; or as required by the Committee on Special Education (CSE) or Committee on Pre-School Special Education (CPSE).

STUDENT INFORMATION

Name:	Affirmed Name (if applicable):	DOB:
Sex Assigned at Birth: ☐ Female ☐ Male	Gender Identity: ☐ Female ☐ Male ☐ Nonbinary ☐ X	
School:	Grade:	Exam Date:

HEALTH HISTORY

If yes to any diagnoses below, check all that apply and provide additional information.

☐ **Allergies**	Type: ☐ Medication/Treatment Order Attached ☐ Anaphylaxis Care Plan Attached
☐ **Asthma**	☐ Intermittent ☐ Persistent ☐ Other: ☐ Medication/Treatment Order Attached ☐ Asthma Care Plan Attached
☐ **Seizures**	Type: Date of last seizure: ☐ Medication/Treatment Order Attached ☐ Seizure Care Plan Attached
☐ **Diabetes**	Type: ☐ 1 ☐ 2 ☐ Medication/Treatment Order Attached ☐ Diabetes Medical Mgmt. Plan Attached

Risk Factors for Diabetes or Pre-Diabetes: *Consider screening for T2DM if BMI% > 85% and has 2 or more risk factors:Family Hx T2DM, Ethnicity, Sx Insulin Resistance, Gestational Hx of Mother, and/or pre-diabetes.*

BMI_____kg/m2

Percentile (Weight Status Category): ☐ < 5th ☐ 5th- 49th ☐ 50th- 84th ☐ 85th- 94th ☐ 95th- 98th ☐ 99th and >

Hyperlipidemia: ☐ Yes ☐ Not Done **Hypertension:** ☐ Yes ☐ Not Done

PHYSICAL EXAMINATION/ASSESSMENT

Height: **Weight:** **BP:** **Pulse:** **Respirations:**

Laboratory Testing	Positive	Negative	Date	Lead Level Required for PreK & K	Date
TB-PRN	☐	☐		☐ Test Done ☐ Lead Elevated ≥5 µg/dL	
Sickle Cell Screen-PRN	☐	☐			

☐ **System Review Within Normal Limits**

☐ **Abnormal Findings – List Other Pertinent Medical Concerns Below** (e.g., concussion, mental health, one functioning organ)

☐ HEENT	☐ Lymph nodes	☐ Abdomen	☐ Extremities	☐ Speech
☐ Dental	☐ Cardiovascular	☐ Back/Spine/Neck	☐ Skin	☐ Social Emotional
☐ Mental Health	☐ Lungs	☐ Genitourinary	☐ Neurological	☐ Musculoskeletal

☐ Assessment/Abnormalities Noted/Recommendations:

☐ Additional Information Attached

Diagnoses/Problems (list) ICD-10 Code*

*Required only for students with an IEP receiving Medicaid

Name:	Affirmed Name (if applicable):	DOB:

SCREENINGS

Vision & Hearing Screenings Required for PreK or K, 1, 3, 5, 7, & 11

Vision Screening	**With Correction** ☐Yes ☐ No	**Right**	**Left**	**Referral**	**Not Done**
Distance Acuity		20/	20/	☐ Yes	☐
Near Vision Acuity		20/	20/	☐ Yes	☐
Color Perception Screening	☐ Pass ☐ Fail				☐

Notes

Hearing Screening: Passing indicates student can hear 20dB at all frequencies: 500, 1000, 2000, 3000, 4000 Hz; for grades 7 & 11 also test at 6000 & 8000 Hz.				**Not Done**
Pure Tone Screening	**Right** ☐ Pass ☐ Fail	**Left** ☐ Pass ☐ Fail	**Referral** ☐ Yes	☐

Notes

Scoliosis Screening: Boys grade 9, Girls grades 5 & 7	**Negative**	**Positive**	**Referral**	**Not Done**
	☐	☐	☐ Yes	☐

FOR PARTICIPATION IN PHYSICAL EDUCATION*/SPORTS*/PLAYGROUND/WORK

☐ ***Family cardiac history reviewed** – required for Dominick Murray Sudden Cardiac Arrest Prevention Act

☐ **Student may participate in all activities without restrictions.**

If Restrictions Apply – Complete the information below

☐ **Student is restricted from participation in:**

- ☐ **Contact Sports:** Basketball, Competitive Cheerleading, Diving, Downhill Skiing, Field Hockey, Football, Gymnastics, Ice Hockey, Lacrosse, Soccer, and Wrestling.
- ☐ **Limited Contact Sports:** Baseball, Fencing, Softball, and Volleyball.
- ☐ **Non-Contact Sports:** Archery, Badminton, Bowling, Cross-Country, Golf, Riflery, Swimming, Tennis, and Track & Field.
- ☐ **Other Restrictions:**

Developmental Stage for Athletic Placement Process ONLY required for students in Grades 7 & 8 who wish to play at the high school interscholastic sports level **OR** Grades 9-12 who wish to play at the modified interscholastic sports level.

Tanner Stage: ☐ I ☐ II ☐ III ☐ IV ☐ V

☐ **Other Accommodations*:** Provide Details (e.g., brace, insulin pump, prosthetic, sports goggles, etc.):

*Check with the athletic governing body if prior approval/form completion is required for use of the device at athletic competitions.

MEDICATIONS

☐ Order Form for medication(s) needed at school attached

COMMUNICABLE DISEASE	**IMMUNIZATIONS**
☐ Confirmed free of communicable disease during exam	☐ Record Attached ☐ Reported in NYSIIS

HEALTHCARE PROVIDER

Healthcare Provider Signature:

Provider Name: *(please print)*

Provider Address:

Phone:	Fax:

Please Return This Form to Your Child's School Health Office When Completed.

H. E. 105 (9/08)

CITY SCHOOL DISTRICT OF ALBANY
BUREAU OF HEALTH AND PHYSICAL EDUCATION

Dental Health Certificate

Parent/Guardian: New York State Law requires school districts to request Dental Certificates for students when they enter school and in grades K, 2, 4, 7, and 10. Please complete Section 1 of this form and have your child's dental care provider complete Section 2. The dental assessment may be completed during or 12 months prior to the school year in which it is required. Return the completed form to the School Nurse/Teacher by *January 1st*.

Section 1: To be completed by Parent or Guardian (Please Print)

Child's Name: (Last, First, Middle)

Birth Date: ___ /___ / ___ Month /Day /Year	Sex: Male Female	Will this be your child's first visit to a dentist? Yes No
School:		Grade:

Have you noticed any problem in the mouth that interferes with your child's ability to chew, speak or focus on school activities? Yes No

Section 2: To be completed by the Dental Care Provider

Child's Name: _____ Date of Exam: _____

The dental exam may be completed during or 12 months prior to the school year in which it is required.

Check one:

[] Yes - The student listed above is in fit condition of dental health to permit his/her attendance at school.

[] No - The student listed above is not in fit condition of dental health to permit his/her attendance at school.

NOTE: Not in fit condition of dental health means that a condition exists that interferes with a student's ability to chew, speak or focus on school activities including pain, swelling or infection related to clinical evidence of open cavities. The designation of not in fit condition of dental health to permit attendance at school does not preclude the student from attending school.

Dental Care Provider's Name & Address: _____

_____

_____

Stamp:

Dental Care Provider's Signature: _____ Phone Number: _____

Oral Health Status (check all that apply).

	Yes	No
Caries Experience/Restoration History: Has the child ever had a cavity (treated or untreated) or extraction?		
Untreated Caries: Does this child have an open cavity?		
Dental Sealants Present		
Fluoride Supplements:		

Other Observations (Specify): _____

_____

Treatment Needs (check all that apply)

No obvious problem. Routine dental care is recommended.
Immediate dental care is required.
Requires an appointment with a dentist for further care.
Date of Appointment: _____

CITY SCHOOL DISTRICT OF ALBANY
BUREAU OF HEALTH AND PHYSICAL EDUCATION

Dear Parent or Guardian:

Poor dental health can cause pain, lead to significant life-long health problems, and can be a barrier to academic achievement.

New York State Law requires school districts to request Dental Certificates for students when they enter school and in **grades K, 2, 4, 7, and 10**.

Please take this form to your child's dental care provider to be completed. The dental assessment may be completed during or 12 months prior to the school year in which it is required.

Please return the completed form to your School Nurse/Teacher. The results will be maintained in the permanent health record.

If you have questions or do not have a dental care provider for your child, please contact the School Nurse/Teacher for assistance.

Thank you for your cooperation.

_____
School Nurse/Teacher

Telephone Number: _____

Mater Christi School
35 Hurst Avenue, Albany, New York 12208
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www.mcsalbany.org

REQUEST FOR RECORDS

TO: _____

_____

_____

_____

FROM: Dr. Katie Stalker, Principal
Mater Christi School
35 Hurst Ave.
Albany, NY 12208

We would appreciate the following information at your earliest convenience for:

Student's name:_____
Grade:_____
Date of birth:_____

_____ Copy of most recent report card and previous year report card
_____ Results of standardized tests
_____ Information regarding previous and current IEP or academic interventions
_____ Teacher evaluation form

_____ Please send final academic and health records upon completion of school year

_____ _____
DATE SIGNATURE OF PARENT/GUARDIAN

Mater Christi School
35 Hurst Avenue, Albany, New York 12208
Phone: 518.489.3111 Fax: 518.489.5865
www.mcsalbany.org

RELEASE OF INFORMATION FROM CHILD'S TEACHER

TO: _____
(Current Teacher)

SCHOOL: _____

_____

_____

You have my permission, and my request, to complete the attached form and return it to:

Dr. Katie Stalker, Principal
Mater Christi School
35 Hurst Ave.,
Albany, NY 12208

I would appreciate your doing this at your earliest convenience.

DATE: _____

PARENT/GUARDIAN SIGNATURE: _____

Thank you for your time and attention in this matter.

Dr. Katie Stalker
Principal

Dear Colleague:

_____has applied for admission to grade _____ in Mater Christi School. Because of my belief in teacher evaluation, I would find your observations and comments very helpful in this process. I would greatly appreciate it if you would please take the time to share your knowledge regarding this student in the following areas:

1. **Reading:**
   - Program/Text title _____
   - Independent reading level_____
   - Teacher comments & observations:_____
     _____
     _____

2. **Math:**
   - Program/Text title _____
   - Grade level_____
   - Teacher comments & observations:_____
     _____
     _____

3. **Writing & spelling skills:**
   - Teacher comments & observations:_____
     _____
     _____

4. Is this student in any accelerated classes? Yes _____ No _____
   If yes, which subjects?_____

5. Is this student in any remedial classes? Yes _____ No _____
   If yes, which subject?_____

6. Does this student have an IEP, 504 Plan, or any program modifications? Yes_____ No_____
   If yes, please describe:_____
   _____

OVER

7. Does this student interact well with peers and adults?

_____
_____
_____

8. Please list specific areas of strength and ability:

_____
_____

9. Does the student approach tasks _____with enthusiasm.
_____willingly.
_____reluctantly.

10. Are there specific concerns of which we should be aware? _____

_____
_____

11. Does the child's behavior interfere with his/her work or that of others?
Yes _____ No _____

12. Do you have any further observations regarding this student, which you would care to share?

_____
_____
_____

DATE: _____ SIGNATURE: _____

I appreciate the time you took out of your busy schedule to complete this recommendation in a timely manner. Thank you.

Sincerely,

Dr. Katie Stalker
Principal

Please return to:
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