



Procedure to Apply for a State of Indiana **Choice Scholarship** *at St. Thomas More School*

To find out more about the voucher program, visit the St. Thomas More School website at [www.stm-school.com/Indiana School Choice](http://www.stm-school.com/Indiana_School_Choice) or the State of Indiana Department of Education at <http://www.doe.in.gov>

- Students interested in attending St. Thomas More School should obtain a registration packet containing valuable school information and registration forms from the school office. Questions about St. Thomas More School or the registration process, as well as scheduling of school tours, may be directed to Mrs. Pam Pasyk at (219) 836-9151, ext. 309 or email: ppasyk@stm-school.com.
- All prospective students must complete the Student Registration Form and the Student Enrollment Form in full prior to any further action. In addition to the registration forms, STMS requires the following information for each student to be submitted with the registration forms: an Original Copy of the Birth Certificate, a Baptismal Certificate (if applicable), the latest Report Card, recent Standardized Test results, current immunization records, and a \$200 Registration Fee (\$50 discount if registered on or before February 29, 2016). A completed tuition contract is required at the time forms are submitted to our school office. No tuition will be billed until the status of the student's school acceptance and the pending voucher acceptance is approved.
- Once all registration information, in full, is submitted, a placement test will be scheduled through Mrs. Sandra Steele in our main office. All incoming students in K through 8 must take a placement test.
- Upon acceptance into St. Thomas More School (with or without conditions), students in grades K through 5 will be notified by Mrs. Cindy Block, Assistant Principal, or a member of our administrative staff, by phone within two weeks. A follow up letter from STMS will follow within ten (10) days. Accepted new students in grades 6 through 8 will be contacted by phone by a member of our administrative staff to schedule an appointment with our Principal, Mr. Jay Harker. These students, and their parents or legal guardians, will meet with Mr. Jay Harker and Mrs. Cindy Block prior to the start of school.
- Upon notification of the student's acceptance, the family may apply for the Choice Scholarship Voucher from the State of Indiana. To apply, families may process their voucher application with the aid of St. Thomas More School office staff.
- Once the voucher request has been approved by the state, STMS will proceed with billing the remainder of the tuition (the amount not covered by the state voucher) according to the signed Tuition Agreement and will process the Registration Fee. *If a student/family chooses not to attend St. Thomas More School at the culmination of this process, written notice must be sent to the billing office (attention: Mary Jo Biscan) via mail or email: mbiscan@stm-school.com and the Registration Fee will be returned to the family.

Non-Catholics

*Non-Catholics and non-Christians are welcome. As a Roman Catholic School, we exist first and foremost to promote the teachings of the Roman Catholic Church. Although we welcome non-Catholics and non-Christians, **only 15% of our enrollment in each grade will be comprised of non-Catholic/non-Christian children.** No student is required to become a baptized Catholic or to participate in the other Sacraments. However, students are expected to participate in Roman Catholic religious instruction, attend Mass and other prayer services with their class as part of the St. Thomas More School curriculum.*

St. Thomas More School

8435 Calumet Avenue • Munster, IN 46321 • (219) 836-9151 • Website: www.stm-school.com • Fax: (219) 836-0982