



QUIGLEY CATHOLIC HIGH SCHOOL

Criteria for Admission

Quigley Catholic High School is a private, Catholic school under the auspices of the Diocese of Pittsburgh. Admission to Quigley Catholic High School is based on availability of space and the ability of the school to serve the educational needs of the student. Enrollment is open to those students who have demonstrated the ability to respond successfully to a college preparatory curriculum. Quigley Catholic High School admits students of any race, color, sex and national or ethnic origin to all rights, privileges, programs and activities generally accorded or made available to students at the school.

Policies and Procedures

Students who request admission to Quigley Catholic High School will be considered on the basis of their ability to gain from the programs of instruction in the school and to benefit from and contribute to the social, recreational, educational, and spiritual climate. Appropriate placement test(s) and evaluation of current school records are prerequisites for admission.

Incoming students must submit all school, health, disciplinary and testing records from previous school(s). All psycho-educational testing must be disclosed including any current IEP documents. Health screening must be current and according to the Pennsylvania State Department of Health.

Students interested in attending Quigley Catholic High School must meet the following requirements:

- Ability to succeed in a college preparatory program, evidenced by report cards and standardized test scores
- Successful completion of eighth grade
- Good attendance record
- Exemplary conduct record
- Satisfactory performance on the Placement Exam
- Letter of recommendation from current teacher (necessary only if applying for scholarship)
- Admission may be contingent on a personal interview with members of the Quigley Catholic High School Administration.
- **Transfer students** must meet academic requirements of current year and complete a personal interview with members of the Quigley Catholic High School Administration

Quigley Catholic High School does not discriminate on the basis of race, color, creed, or national origin in the administration of its educational program, admissions policies, financial aid policies, employment practices, and other school-administered programs.

Priority will be given to applicants who are continuing a Catholic education.

Once a class has been filled, a wait pool will be established. Because space is limited and competitive, we suggest that applicants apply as early as possible.



QUIGLEY CATHOLIC HIGH SCHOOL

Admission Procedures

All application materials need be completed and returned before acceptance may be considered.

1. **Complete and submit Quigley Catholic High School's Application for Admission and Admissions Agreement.** Include the \$30 non-refundable processing fee.
2. **Authorize the applicant's current school records to be released to Quigley Catholic High School.** For all applicants, including transfer students, complete the Quigley Catholic High School's Transcript Release Form and return it to the applicant's current school. The applicant's current school will forward the completed release form along with copies of sixth, seventh and eighth grade report cards and standardized testing results to Quigley Catholic High School.
3. **Take the Quigley Catholic High School Placement Test.** The Placement Test is administered at Quigley Catholic High School in December. We will accept results of the Placement Test taken at other Catholic high schools only after a completed application and the required fee has been received. Transfer students entering 10th or 11th grade do not need to take the test
4. **Apply for a scholarship or grant.** (Optional) All students who wish to be considered for scholarships and grants must complete the Scholarship Application and the Scholarship Recommendation Form.
5. **Apply for financial aid - Catholic students only.** (Optional) Financial aid is need-based and must be applied for each year. Applications are available from the Business Office; call Mrs. Barbara Brown at 724/869-2188 extension #12. Families can also go online to apply at www.psas.org.

After all application materials are received, decision letters will be mailed. All students will be given three (3) weeks from the date of acceptance, which can be found on their Acceptance Letter, to submit their Commitment Form to Quigley Catholic High School.

Falsification or inaccurate information on records for admission to Quigley Catholic High School will result in immediate dismissal.

Continuing Enrollment: For students currently attending Quigley Catholic High School, continuing enrollment is dependent upon:

1. An assurance from each student and parent of a sincere desire to attend Quigley Catholic High School with an assertion to adhere to all rules and regulations of the school.
2. Successfully meeting the academic and credit requirement for each grade level.
3. Satisfactory adherence to school attendance policies.
4. Satisfactory evaluation of the student's disciplinary record.
5. Tuition and all financial obligations to QCHS must be fulfilled.

Failure to meet any of the above criteria may result in the student being dismissed from the school during or at the end of any academic year.

All questions concerning admission or enrollment policies should be directed to Mrs. Rita McCormick in the Office of Admissions at 724/869-2188 extension # 32



QUIGLEY CATHOLIC HIGH SCHOOL

Admissions Agreement

I, the undersigned parent/guardian, request admission for my child, _____ into Quigley Catholic High School, Baden, Pennsylvania for the academic term beginning with the first semester following the date of this application (or the second semester of the current academic year). In consideration of such admission, I agree to the conditions governing admissions and attendance of the school as stated below:

1. I agree to uphold the *Statement of Mission* as published in the schools application packet which I have received prior to completing the Student/ Parent Application Form and in advance to signing this Admissions Agreement.
2. I agree to make fee and tuition payments as established by the Board of Directors to Quigley Catholic High School on or before the scheduled dates as set forth by the school administration.
3. I understand as a condition of enrolling at Quigley Catholic High School each students is required to acquaint himself /herself with the school's policies, regulations and procedures and to observe them at all times. (Each student upon admission will be given a handbook containing comprehensive information about the school, its programs and activities. The handbook is referred to as the *Student/Parent Handbook*. It is equally meant to inform both parents and students of the school's policies and regulations concerning attendance, punctuality, conduct, school property, and other matters pertaining to the orderly functioning of the school. From time to time the school administration may issue bulletins to parents and students covering new policies or regulations, or amendments of existing ones.)
 - a. I understand that breeches of school policies and regulations by students are subject to disciplinary action and/or fines by the school and that serious violation of the school's policies and regulations or other serious misconduct can result in suspension or expulsion from the school.
 - b. I agree to become familiar with the regulations of the school as contained in the *Student/ Parent Handbook* and in other bulletins issued by the school, and to give assistance to my child in his/her duty to observe the policies and regulations.
 - c. I agree to promptly reimburse Quigley Catholic High School for any damages to its property for which my child may be responsible.
 - d. I agree to promptly reimburse Quigley Catholic High School for any fines levied against my child due to non-adherence to our policies.
4. In agreeing to the foregoing conditions for admission and attendance at Quigley Catholic High School by my child, I understand the tuition and fees which I agree to pay, cover only part of my child's education at the school. I acknowledge the contributions made to the education of each student by the faculty and staff and donors.

Signed: _____ Date: _____

Parent/Guardian



QUIGLEY CATHOLIC HIGH SCHOOL

Please fill out this form and send to the current school so that these records can be forwarded to Quigley Catholic. Thank you.

AUTHORIZATION FOR RELEASE OF SCHOOL RECORDS;

- | | |
|--|--|
| <input checked="" type="checkbox"/> All Achievement test scores | <input checked="" type="checkbox"/> Academic Grades (incl. class rank) |
| <input checked="" type="checkbox"/> All reading test scores | <input checked="" type="checkbox"/> Psych/Neurological evaluation |
| <input checked="" type="checkbox"/> All intelligence test scores | <input checked="" type="checkbox"/> Any pertinent information |
| <input checked="" type="checkbox"/> School Health records | <input checked="" type="checkbox"/> Scholastic Achievement & performance of my child |
| <input checked="" type="checkbox"/> Disciplinary records | |

NAME OF STUDENT _____

ADDRESS _____

PHONE _____ GRADE ENTERING _____

PREVIOUS SCHOOL ATTENDED _____

I authorize Quigley Catholic High School to receive the academic, disciplinary, and health records of the above named student. Please send these records as soon as possible to:

**Guidance Office
Quigley Catholic High School
200 Quigley Drive
Baden, PA 15005**

DATE

SIGNATURE (Parent or Guardian must sign if student is under 18)



QUIGLEY CATHOLIC HIGH SCHOOL

Parish Member Certification

Student Name _____

Parent/Guardian Name _____

Parish _____

Year of Entry _____ Year of Graduation _____

I certify that the above named student is a member of our parish.

Signed: _____ Date: _____
(Pastor/ Administrator)

**Please sign and return to:*
Quigley Catholic High School
200 Quigley Drive
Baden, Pennsylvania 15005

SECRETARY FOR EDUCATION

DIOCESE OF PITTSBURGH

111 BOULEVARD OF THE ALLIES
PITTSBURGH, PENNSYLVANIA 15222
412-456-3100 FAX: 412-456-3101
e-mail: kstubna@diopitt.org

**CATHOLIC SCHOOL PARENTS
MEMORANDUM OF UNDERSTANDING**

As a parent of a student in a Catholic school, I understand, affirm and support the following:

1. The primary purpose of a Catholic school education is to form students in the values of Jesus Christ and the teaching of the Catholic Church.
2. Catholic schools are distinctive religious education institutions operated as programs of the Catholic Church; they are not private schools but are administered and supported by the sponsoring parish(es) and the diocese.
3. Attending a Catholic school is a privilege, not a right.
4. While academic excellence and involvement in extracurricular activity (i.e., sports, clubs, etc.) are important, fidelity to the Catholic identity of the school is the fundamental priority.
5. The school and its administration have the responsibility to ensure that Catholic values and moral integrity permeate every facet of the school's life and activity.
6. In all questions involving faith, morals, faith teaching, and Church law, the final determination rests with the diocesan bishop.

As a parent desiring to enroll my child in a Catholic school, I accept this memorandum of understanding. I pledge support for the Catholic identity and mission of this school and by enrolling my child I commit myself to uphold all the principles and policies that govern a Catholic school.

Father

Mother

Guardian

Printed

Printed

Printed

Signature

Signature

Signature

Student's Name (Please Print)

School

Date: _____

**REGISTRATION FORM MUST BE ACCOMPANIED BY A SIGNED AND DATED
MEMORANDUM OF UNDERSTANDING**



QUIGLEY CATHOLIC HIGH SCHOOL APPLICATION FOR ADMISSION

Applicant's Name _____ Date of Birth _____
(Last) (First) (Middle)

Male _____ Female _____ Social Security _____ Home Phone _____

Home Address _____

City _____ State _____ Zip _____ County _____

Applicant resides with _____

Emergency Contact Name _____ Phone _____

Public School District _____ Present Grade _____ Applying to Grade _____

Religion _____ Parish or Church _____

Present School _____ Grades Attended _____

Previous School _____ Grades Attended _____

Please indicate any health-related conditions of which the school should be aware: (e.g. asthma, allergy, defective vision, hearing loss, ADD, ADHD, etc.) _____

Has the student ever been expelled, dismissed, suspended, or advised to withdraw by any educational institution?
Yes _____ No _____ (If yes, please attach an additional sheet which explains the details.)

Siblings:

Name _____ Age _____ School Attending _____

Name _____ Age _____ School Attending _____

Father/Step-Father/Guardian (circle one) Name _____

Address _____ City _____ State _____ Zip _____

Home Phone _____ Cell Phone _____ Religion _____

Parish/Church _____ Employer _____

Position/Occupation _____ Business Phone _____

Business Address _____ City _____ State _____ Zip _____

Mother/Step-Mother/Guardian (circle one) Name _____

Address _____ City _____ State ____ Zip _____

Home Phone _____ Cell Phone _____ Religion _____

Parish/Church _____ Employer _____

Position/Occupation _____ Business Phone _____

Business Address _____ City _____ State ____ Zip _____

Father Living Y or N Mother Living Y or N Parents reside together Y or N

If parents do not reside together, should both parents receive school mailings? Y or N
(If yes, please give name and address)

Name _____

Address, City, State, Zip _____

Quigley Catholic High School reserves the right to dismiss or suspend any student whose academic progress is deemed unsatisfactory or whose conduct is deemed detrimental to the good order and reputation of the Quigley Catholic community. Quigley Catholic High School also reserves the right to deny enrollment to any student who does not successfully complete the previous academic year or all financial responsibilities are not satisfied from the previous year and may withhold academic records for the student who wishes to transfer without satisfying all financial responsibilities incurred while in attendance at Quigley Catholic High School.

Signature of Student _____ Date _____

Signature of Parent/Guardian _____ Date _____

Signature of Parent/Guardian _____ Date _____

**RETURN COMPLETED AND SIGNED APPLICATION WITH
NON-REFUNDABLE \$30.00 PROCESSING FEE TO:**

**OFFICE OF ADMISSIONS
QUIGLEY CATHOLIC HIGH SCHOOL
200 QUIGLEY DRIVE
BADEN, PA 15005**

Telephone: (724) 869-2188 Fax: (724) 869-3091 Website: www.qchs.org Email: office@qchs.org



*Quigley Catholic High School was established in 1967, is owned and operated by the
Diocese of Pittsburgh and overseen by the Secretariat for Education.*

PLACEMENT EXAM

Student Name: _____

Parent Name: _____

Address: _____

Telephone Number: () _____

Additional Telephone Number: () _____

Current Grade School: _____

All students from Catholic grade schools are required to wear their school uniform or to dress according to their school dress code. All other students must wear dress clothes only – no jeans or tee shirts – no revealing attire. If not appropriately attired student will not be permitted to sit for the exam.

Date of Testing

○ **Friday, April 9th, 2010 from 8:30 – 11:30 A.M.**

- **You, the parent, are responsible for your child's transportation on the day of testing. Please be here at least ten (10) minutes prior to testing. Juice and donuts will be served.**

Please return this completed form no later than Friday, April 3rd, 2010 to Quigley Catholic High School. Return your completed Application for Admission, Admissions Agreement, Memorandum of Understanding and \$30.00 Processing Fee at this time. If you have any questions, please do not hesitate to call:

Rita A. M^cCormick
Director of Admissions

One of the steps necessary to qualify for any available scholarships that may be offered through Quigley Catholic High School is to take the Placement Exam at QCHS.