



Dear Prospective MTCES Family,

Thank you for your interest in Mother Teresa Catholic Elementary School. We are blessed that you have chosen to apply to MTCES. Below you will see what is required to apply for admission into MTCES. Please note that priority registration will take place from January 29, 2026-February 27, 2026. If you enroll during time you will be notified regarding your acceptance status by the end of March. If you apply after February 27, 2026, you will be notified on a rolling basis. Please read through the requirements below to apply to MTCES.

Registration Details:

1. **Eligibility:** Students who apply in grades 1-8 will need to include a records request form. Students in grades 4-8 must also complete a teacher recommendation form and include this when turning in their registration form.
2. **Registration Period:** Priority Registration will take place from January 29, 2026-February 27, 2026. If you enroll during time you will be notified regarding your acceptance status by the end of March. If you apply after February 27, you will be notified on a rolling basis.
3. The registration fee is \$250 (per family), which will be processed. A check or cash must accompany the application. If you are offered a spot and decline the acceptance, your deposit will **not** be refunded.

To be considered entrance into MTCES, please submit the following forms to the MTCES office:

- Registration Form
- Records Request (Grades 1-8)
- Teacher/Principal Recommendation (Grades 4-8) signed form (this will be sent to us privately from the person filling out the recommendation)
- Copy of your child's birth certificate
- Copy of your child's baptismal certificate (if applicable)
- Parish and Volunteer Form (if applicable)
- \$250 non-refundable application fee (per family)

Thank you for helping us ensure that this registration period goes smoothly. We appreciate your trust in MTCES and the opportunity for us to be a part of your child's educational experience. Thank you for your application to MTCES!

Sincerely,

Molly Hinker, Director of Enrollment & Engagement  
mhinkers@mtces.org  
(513) 779-6585 x34

Denise Harvey, Principal & CEO

## Registration 2026-2027

### **For New MTCES Families**

**A copy of the Birth Certificate, Baptismal Certificate (if applicable), Volunteer Form (if applicable), Records Request (Grades 1-8), and \$250 Registration Fee (cash or check) must accompany this new student registration. If you are applying for grades 4-8 the Teacher/Principal Recommendation Request must also be complete.**

**Today's Date:** \_\_\_\_\_

#### **Student Information**

##### **Legal Name of Student:**

(First)

(Middle)

(Last)

**Nickname:** \_\_\_\_\_ **Date of Birth (mm/dd/yy):** \_\_\_\_\_

**Grade Level for 2025 - 2026 School Year (please circle):** K 1 2 3 4 5 6 7 8

*MTCES abides by the teachings and rules of the Catholic Church, and Faith is integrated into all aspects of the school's activities. According to the Catholic Faith, a person's sexual identity is rooted in one's biological identity as male or female. MTCES considers the gender of all students as being consistent with their biological sex, including participation in school athletics and teams, school-sponsored dances, dress and uniform policies, the use of changing facilities, showers, locker rooms, sleeping accommodations on trips, titles, names and pronouns, and school records. As an applicant/registrant and/or parent/guardian for admission to MTCES, I understand and agree to this policy.*

**Please check your child's biological sex:** Male \_\_\_\_\_ Female \_\_\_\_\_

*\*Ethnicity information is required and collected by the US Department of Education*

**Ethnicity (circle one):** White Black Hispanic Asian Native Hawaiian/Other Pacific Islander Native American/Native Alaskan Multiracial

**Please Circle One:** Non-Hispanic Hispanic

**Religion:** \_\_\_\_\_ **Parish/Church:** \_\_\_\_\_

**Is your child baptized (circle one):** Yes No \*Please include a copy of the baptismal certificate with this application

Previous/Current School's Name	Years & Grades Attended (ie 2021-2023, Grades 1-3)

## Mother Teresa Catholic Elementary School Registration Form, Continued

2026-2027

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**Please circle if your child has ever qualified for the following: IEP ISP 504 MFE Action Plan Reading Services**  
\*If you circled above, please attach a copy of the plan with this application.

**Has your child ever received counseling services (please circle)? Yes No**

**Has your child ever received speech services (please circle)? Yes No**

\*If you circled yes, please attach a copy of the plan, if they still qualify, with this application. If they no longer qualify, please indicate the year in which services were dismissed. \_\_\_\_\_

**Please check if your child has never received intervention or qualified for any of the services listed above.**

*\*Please note that the above information helps us to plan accordingly for the services that we may provide for your child.*

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### **Family Information:**

**Primary Family Phone: (\_\_\_\_) \_\_\_\_\_ Primary Family Email: \_\_\_\_\_**

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**Student Address: \_\_\_\_\_**

**City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_**

**Who does the student primarily live with: Both Parents Mother Father Other: \_\_\_\_\_**

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**Status of Parents (please circle one): Married Divorced Separated Never Married Mother Deceased Father Deceased**

**If the mother and father's addresses are different, who has legal custody of the child? \_\_\_\_\_**

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**Mother's Name: \_\_\_\_\_ Email: \_\_\_\_\_**

**Occupation: \_\_\_\_\_ Employer: \_\_\_\_\_**

**Address (if different from student): \_\_\_\_\_**

**Phone Number: \_\_\_\_\_ Religion: \_\_\_\_\_**

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**Father's Name: \_\_\_\_\_ Email: \_\_\_\_\_**

**Occupation: \_\_\_\_\_ Employer: \_\_\_\_\_**

**Address (if different from student): \_\_\_\_\_**

**Phone Number: \_\_\_\_\_ Religion: \_\_\_\_\_**

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## **Authorization for the Release of Student Records**

I, \_\_\_\_\_,  parent  legal guardian authorize

\_\_\_\_\_ to release the records checked  
(school name/school address)

below regarding, \_\_\_\_\_, \_\_\_\_/\_\_\_\_/\_\_\_\_,  
(student name) (birth date)

to **Mother Teresa Catholic Elementary School, 7197 Mother Teresa Lane, Liberty Township, Ohio 45044.**

*For the purpose of:*

TRANSFER OF OFFICIAL RECORDS

REVIEW ONLY - To Determine Admission Eligibility (Copies of Records)

### **Records to be Released**

All Records

OR

Academic Records (Transcript/Report Cards/Permanent Record Card)

Birth Certificate

Attendance Records (if not included on report card)

Suspension and Expulsion Records

Standardized Test Scores/Proficiency Test Scores

Evaluation Team Reports (ETR)

Any IEP/ISP, 504 Plan or School Accommodation Plan

Behavioral Records (ie Behavior Plan)

Student Threat Assessment(s) and Active case Plans

Psychological Testing/Records

Health/Immunization/Nurse Records

Court Documentation/Custody Agreements/Protective Orders

Other (Please Specify) \_\_\_\_\_

*By signing this authorization, I relieve the school, which the above student named is/was attending, of the responsibility of notifying me that records have been shared. I also authorize the school which the named above student is/was attending, to discuss matters pertaining to the student with the representatives in which the records are being shared.*

► \_\_\_\_\_  
Signature: Parent/Legal Guardian Date

► \_\_\_\_\_  
Print Name



### **Teacher/Principal Recommendation Request**

*For students seeking admission to grades 4-8*

Please fill out the following information below and turn it in with your registration paperwork so we know who to expect a recommendation form from. We will receive the actual recommendation directly from the person who filled it out. Thank you!

**\*\*Please Note: Registration to MTCES will not be considered complete until a recommendation is received from either the Principal or Teacher of your child. If there is a current waitlist in the grade level in which you are applying, this recommendation form will not be sent until a spot becomes available.**

Student Name and Current Grade:

Current School:

Who would you like us to send the recommendation form to? Please put contact information down for who you choose-pick either teacher or principal:

Teacher Name: \_\_\_\_\_

Teacher Contact Information (email): \_\_\_\_\_

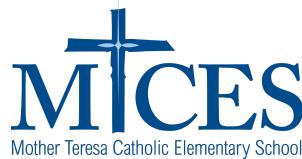
Principal Name: \_\_\_\_\_

Principal Contact Information (email): \_\_\_\_\_

Please answer the question below:

*What is the primary reason why you would like to send your child to this school?*

*What is the primary reason why you would like to send your child to MTCES?*



## Admissions Policy 2026-2027

Mother Teresa Catholic Elementary School is a private, Catholic elementary school supported by tuition and donations. The school strongly supports the parish concept and the importance of a family's commitment to its parish. The school also keeps an active, open and ongoing relationship with the area parishes to foster and nurture the identity of the Catholic parish.

Students will be admitted in the following order. If classes are filled per criteria below, a lottery will be used to fill openings at that level.

1. Current students whose registration is complete, tuition payments are current, and whose family is in compliance with the Family Volunteer Service Contract.
2. Siblings of present students whose families meet criteria 1.
3. New students whose parent, family member, or guardian are faculty/staff or currently serving on the Board of Trustees, or who have served as a Board member in the past, as confirmed by the Secretary of the Board.
4. New students whose immediate family member (sibling or parent) is an alumni of the school.
5. Children who have stayed on the waiting list for the prior school year, have applied for the current school year, and still qualify for categories 5 through 7 in the admission policy. The waiting list will not be redrawn and the order carries over from the prior year.
6. New students whose parents, family members, or guardians have demonstrated significant volunteerism and or stewardship and are active members of a Catholic parish as determined by the board – See Family Volunteerism Section below.
7. New students who are Catholic.
8. Remaining positions will be filled by lottery.
9. Applicants submitted after the registration period will be admitted on a rolling basis.

Sibling status is defined as a new incoming student who is a sibling of a currently enrolled MTCES student. Sibling status is granted only to families who enroll a sibling during the priority enrollment period and do not withdraw the older child at a later time. Those who are unable to gain admittance may wish to remain on a waiting list. The order of those placed on the waiting list will also be determined by lottery. Registrations not received by the deadline will be placed on the waiting list in the order they are received.

Kindergarten students must be five years of age on or before September 30 and participate in a kindergarten readiness screening, which will take place in May 2026. **Kindergarten students' acceptance is pending based on the results of the kindergarten readiness screening.**

Transfer students in grades 1-4 will be admitted after the application is complete and records from the previous educational institution are reviewed.

In grades 5-8, acceptance is based on a review of records from the previous educational institution(s), and a review of the recommendation from the previous educational institution(s). All transfer students entering MTCES will be admitted under a trial period which lasts a minimum of one trimester and will be reviewed periodically following these guidelines for full admission.

- The student will uphold the student code of conduct.
- The student consistently turns work in on time and fulfills all academic requirements.
- The student maintains acceptable grades and demonstrates progress in academic studies.

The above requirements will be reviewed with the student and parent(s) before acceptance is granted.

### **Family Volunteerism & Active Parishioners**

Mother Teresa Catholic Elementary School was founded upon the principles of volunteerism, including active parish life. As such, this is considered in the admissions policy. We believe that people with a history of active parish life and volunteerism will continue to be involved in their children's education and school. ***In order to qualify for Criteria 6 in the admission policy, a family must demonstrate that they have provided significant service and or stewardship to a charitable organization or cause.*** The Parish and Volunteer Documentation Form must be completed, and must include signatures and or appropriate documentation.



## PARISH AND VOLUNTEER DOCUMENTATION

Saint Mother Teresa of Calcutta dedicated her life to the service of others. In keeping with our namesake, Mother Teresa Catholic Elementary School was founded upon the principles of volunteerism including active parish life. As such, this is considered in the admissions policy. We believe people that have shown a history of active parish life and volunteerism will continue to be involved in their children's education and school. Please document your immediate family's parish and volunteer involvement during the past two years on this form. Return this completed form to the school office with your registration paperwork.

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### **PARISH LIFE**

Family Name: \_\_\_\_\_ Parent(s) Name(s): \_\_\_\_\_

Registered At (Parish/Church): \_\_\_\_\_

*Please Circle All That Apply:*

Catholic       Non-Catholic       Attends mass/services regularly       Supports Parish/Church Financially

*List how you have been active in the following parish/church ministries in the past two years:*

MINISTRY	TYPE OF INVOLVEMENT

*Other details you would like to share regarding your parish involvement:*

***The family named above are registered parishioners and/or members of the church stated:***

**Signature of Pastor or Church Representative:** \_\_\_\_\_



## PARISH AND VOLUNTEER DOCUMENTATION

Mother Teresa Catholic Elementary School

### **VOLUNTEER INVOLVEMENT IN OTHER CHARITABLE ORGANIZATIONS**

(Examples: American Cancer Society, Ronald McDonald House, preschool volunteer, youth sports organizations, etc.) Active in the following charitable organizations in the past two years:

ORGANIZATION	TYPE OF INVOLVEMENT	*Signature OR documentation attached of organization representative (emails, signups,etc)

We supported the following charitable organizations financially in the past two years (PLEASE LIST ORGANIZATIONS):

## TUITION SCHEDULE 2026-2027

The following tuition schedule is in effect for the 2026-2027 school year. **Payments are non-refundable.**

**Please note that all tuition payments must be made through electronic funds transfer.** Families may choose either the 10<sup>th</sup>, 15<sup>th</sup>, or 20<sup>th</sup> of the month to have funds withdrawn or make a lump sum payment at the beginning of the year. An EFT form is available in the office. Note: A \$30 fee will be charged for all bank drafts returned as non-sufficient funds.

### **Monthly Payment Plan**

**Monthly payments are due on the 10<sup>th</sup>, 15<sup>th</sup>, or 20<sup>th</sup> of each month starting July 2026**

	<b>Full tuition cost</b>	<b>Registration Fee *</b>	<b>Balance *</b>	<b>10 Monthly payments</b>
<b>First student</b>	\$6,380	\$250	\$6,130	\$613
<b>Per additional students</b>	\$6,380	\$0	\$6,380	\$638

\*\$150 of fee is applied towards tuition

### **Pre-Payment Plan**

**Full tuition is due on July 15<sup>th</sup>, 2026**

	<b>Full Tuition Cost</b>	<b>Registration Fee *</b>	<b>Balance *</b>	<b>Pre-Payment Discount</b>	<b>Full payment</b>
<b>First student</b>	\$6,380	\$250	\$6,130	\$50**	\$6,080
<b>Per additional students</b>	\$6,380	\$0	\$6,380	\$50**	\$6,330

\*\$150 of fee is applied towards tuition

\*\* Prepayment discount is available to families who prepay over \$5,500/child after the EdChoice Scholarship is applied.

**Ohio EdChoice Scholarships** – All MTCES students are eligible for an Ohio EdChoice scholarship. The EdChoice Scholarship application window will open in February 2026. completed EdChoice applications and proof of address are due to MTCES by May 15, 2026. Please email [scholarships@mtces.org](mailto:scholarships@mtces.org) with any questions.

**MTCES Scholarship Granting Organization (SGO) Scholarship** - All students who have completed either a FACTS Management application or have completed all requirements for the EdChoice Scholarship will receive a **\$100** scholarship funded by SGO donations.

**Withdrawal of Student(s)** If enrollment is canceled on or after **June 15, 2026**, or in the event a student(s) is withdrawn or removed, either voluntarily or involuntarily, from MTCES during the academic year for any reason, the parent(s) or guardian(s) is obligated to pay the full annual tuition and fees.

**Late Fee Charge.** If your monthly payment is not received, your account will be charged with a \$50.00 late fee along with the provisions set forth in the Accounts Receivable Overdue Policy.

**Family Volunteer Program.** *In addition* to either payment plan above, you are responsible for participating in the Family Volunteer Program. By participating in this program, you and your family agree to volunteer a minimum of 30 hours throughout the school year. If your family chooses not to participate in this program, you can select the \$600.00 contribution option.