



# **Immaculate Conception Cathedral School**

**Grades PK-8 Coeducational  
Grades 9-12 Girls only**

## **Application for Admission**

**Following the Mercy Tradition  
Since 1922**

[www.MyICCS.org](http://www.MyICCS.org)

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## ICCS Application Procedure

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*Please read carefully before completing the application process.*

1. Parents are asked to sign the Application for Admission and submit a \$50 application fee. This fee is non-refundable and does not apply to tuition or registration fees.
2. Parents should submit two Recommendation Forms from a school counselor, teacher, or principal.  
**Applications for Preschool and Kindergarten do not require recommendations.**
3. A completed Transcript Release Form and copy of the applicant's last report card are required with all applications for grades 1-12.  
Applications for grades 2-8 also require a copy of the applicant's most recent standardized test results, e.g., TCAP, ITBS.  
Applications for grades 10-11 require a copy of the applicant's most recent standardized test results, e.g., PLAN, PSAT.
4. All applicants for incoming grade 9 must take the High School Placement Test. The test is administered the first Saturday in December. The fee for this test is the responsibility of the applicant's parent or guardian.
5. An interview with an ICCS principal or representative is required for all applicants or parents/guardians of applicants.
6. ICCS strongly recommends applicants for grades 6-12 schedule a Shadow Visit. Current eighth grade students are encouraged to shadow during the fall.
7. A completed health record is required in accordance with regulations of Shelby County before a student may attend classes. **If the applicant has psycho-educational testing documentation, these results should be provided along with other health records.** Test information is confidential and will only be used by guidance counselors to ensure that your child will receive the recommended accommodations.

## ICCS Enrollment Procedure

1. Immaculate Conception Cathedral School will offer an Enrollment Contract for all students who qualify academically and for whom there is appropriate space.
2. Students will be offered a place at ICCS for the following year provided all required forms have been submitted, the student meets academic and behavioral standards of the school, and all financial obligations for this student have been fulfilled.
3. Financial assistance is limited. Funds are awarded based on need as decided by an outside assessment company (SSSFA) and are not guaranteed from one year to the next.

*Immaculate Conception Cathedral School does not discriminate on the basis of race, religion, national or ethnic origin in administration of its educational policies, admissions, scholarships or any other activities or programs of the school.*



# IMMACULATE CONCEPTION CATHEDRAL SCHOOL

Office of Admissions  
 1695 Central Avenue  
 Memphis, TN 38114  
 901.435.5309 Fax: 901.725.2709

## Application for Admission

|                                |   |        |     |   |   |    |   |      |   |   |    |   |  |
|--------------------------------|---|--------|-----|---|---|----|---|------|---|---|----|---|--|
| <b>Application Information</b> | Applying for School Year                  |        |     |   |   |    |   |      |   |   |    |   |  |
|                                | Applicant for grade (check one)           | PK3    | PK4 | K | 1 | 2  | 3 | 4    | 5 | 6 | 7  | 8 |  |
|                                | PK-8 grade applicant's gender (check one) | Female |     |   |   |    |   | Male |   |   |    |   |  |
|                                | Applicant for grade (check one)           |        |     |   | 9 | 10 |   | 11   |   |   | 12 |   |  |

|                              |                             |                         |               |
|------------------------------|-----------------------------|-------------------------|---------------|
| <b>Applicant Information</b> | Applicant's name            |                         |               |
|                              | Prefers to be called        |                         | Date of birth |
|                              | Home address                |                         |               |
|                              | City                        | State                   | Zip           |
|                              | Home phone                  | Alternate phone         |               |
|                              | Primary email address       |                         |               |
|                              | Applicant's native language | Language spoken at home |               |

|                             |                                      |               |         |
|-----------------------------|--------------------------------------|---------------|---------|
| <b>Academic Information</b> | Present school                       | Present grade |         |
|                             | School address                       |               |         |
|                             | City                                 | State         | Zip     |
|                             | Other schools applicant has attended |               |         |
|                             | School                               | Grade(s)      | Year(s) |
|                             |                                      |               |         |

|                    |               |            |     |
|--------------------|---------------|------------|-----|
| Parent Information | Mother's name |            |     |
|                    | Address       |            |     |
|                    | City          | State      | Zip |
|                    | Home phone    | Cell phone |     |
|                    | Home email    |            |     |
|                    | Employer      | Occupation |     |
|                    | Father's name |            |     |
|                    | Address       |            |     |
|                    | City          | State      | Zip |
|                    | Home phone    | Cell phone |     |
|                    | Home email    |            |     |
|                    | Employer      | Occupation |     |

|                    |  |              |          |         |
|--------------------|--|--------------|----------|---------|
| Alumni Information | <b>Please list family members who have attended school at Immaculate Conception and their relationship to the applicant.</b> |              |          |         |
|                    | Name   | Relationship | Grade(s) | Year(s) |
|                    |  |              |          |         |
|                    |  |              |          |         |
|                    |  |              |          |         |
|                    |  |              |          |         |

|          |  |               |
|----------|--|---------------|
| Referral | <b>How did you learn about Immaculate Conception Cathedral School? <i>Please check source.</i></b> |               |
|          | Webpage  | Comment       |
|          | Alumni   | Name and year |
|          | Neighbor/friend  | Name          |
|          | Advertisement  | Name          |
|          | Realtor/other  | Name          |

Application status (office use only) \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_



## Immaculate Conception Cathedral School

### **Transcript Release Authorization** For Release of Student Records

Date: \_\_\_\_\_

To School: \_\_\_\_\_

School Address: \_\_\_\_\_  
\_\_\_\_\_

School Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Re: (Student's Name) \_\_\_\_\_  
Last First Middle

Grade \_\_\_\_\_

Immaculate Conception Cathedral School has recently received an enrollment application for the above named student. Please forward the student's records to our office. Please include the following: transcript, standardized test scores, conduct reports, exit grades (for students transferring during the current school-year), educational/psychological evaluations, copy of birth certificate, copy of social security card, green, yellow, or blue immunization record and copy of baptismal certificate if Catholic.

Thank you for your quick attention to this matter.

I hereby give consent to release all records for my child \_\_\_\_\_ to Immaculate Conception Cathedral School.

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

Please return this form and the requested documents to:

Admissions Office  
Immaculate Conception Cathedral School  
1695 Central Avenue  
Memphis, TN 38104  
901.435.5309 Fax: 901.725.2709

**ATTENTION SCHOOLS:**  
**A copy of a transcript may be faxed by school but the Admissions office must have an official copy sent to the above address.**