

**DIOCESE OF DES MOINES**

**Catholic Schools Policies/Regulations**

**STUDENT PERSONNEL**

**Admissions**

It shall be the policy of the Diocesan Catholic Schools Office, under the aegis of the Bishop, that students who are admitted to a Catholic school agree to abide by the philosophy and the educational policies and regulations of the school and the Diocese. This agreement shall be indicated through signature of parent and student on the Handbook Signature Page.

Before admitting a transfer student, the school shall contact the administrator of the prior school. The purpose of the contact is to ascertain why the student wishes to transfer and to determine whether the school can meet the student's needs. This call is also to determine if there is back tuition owed to the school. If there is outstanding tuition due, the student may not be enrolled in the new school until the past due amount is paid in full.

In the event an application to a Diocesan school should be made by a student expelled from another school; a careful investigation must be made by the school administrator. A team will review each enrollment request to determine if enrollment will be accepted if the student has been expelled. If a student who was expelled from another school is admitted, the enrollment may be probationary at the discretion of the administrator.

Policy Adopted: February 17, 1975

Policy Revised: January 30, 2020  
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