



# ENROLLMENT APPLICATION

PLEASE PRINT USING BALL POINT PEN

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## APPLICANT INFORMATION

Applicant: \_\_\_\_\_  
(last name) (first name) (middle name) (preferred name)

Grade applying for: \_\_\_\_\_ For Fall: \_\_\_\_\_

Date of birth: \_\_\_\_\_ Age: \_\_\_\_\_ Gender:  Male  Female

Home address: \_\_\_\_\_  
(street)

\_\_\_\_\_ (city) (state) (zip code)

Home phone: (\_\_\_\_) \_\_\_\_\_

Religion: \_\_\_\_\_ Place of worship: \_\_\_\_\_

The following is *OPTIONAL* and is used for statistical purposes only. Please check all that apply.

- African American  Latino/Hispanic  Asian American  Multi-racial  
 Native American  Caucasian  Middle Eastern American  Pacific Islander American  
 Other (please specify) \_\_\_\_\_

## SCHOLASTIC INFORMATION

Applicant's current school/preschool: \_\_\_\_\_

Dates and grades attended: \_\_\_\_\_

Please list any other schools the applicant has attended:

School name:	Location:	For grade:	Dates:
_____	_____	_____	_____
_____	_____	_____	_____

Has the applicant ever skipped or repeated a grade? Yes No

If yes, please explain: \_\_\_\_\_

Has the applicant ever been suspended from or asked to leave any school?  Yes  No

If yes, please explain on a separate sheet of paper.

Has the applicant ever applied to Villa Duchesne and Oak Hill School in the past?  Yes  No For grade & year: \_\_\_\_\_

Have any behavioral, psychological, gifted, or special education evaluations of the applicant been completed?  Yes  No

If yes, please be sure to send a **copy of all reports** with this application. Application is **not complete** until reports have been received.

**FAMILY INFORMATION:**

Indicate to whom all Admissions communication should be directed:  Parents  Mother only  Father only  Guardian

**PARENT/GUARDIAN**

Mr./Mrs./Dr./Ms.: \_\_\_\_\_  
(circle one) (last name) (first name) (middle name) (preferred name)

E-mail: \_\_\_\_\_ Cell phone: (\_\_\_\_\_) \_\_\_\_\_

Place of employment: \_\_\_\_\_

Occupation & title: \_\_\_\_\_ Work phone: (\_\_\_\_\_) \_\_\_\_\_

*Please provide the following information **only if different** from the applicant information on preceding page:*

Home address: \_\_\_\_\_  
(street) (city) (state) (zip code)

Home phone: (\_\_\_\_\_) \_\_\_\_\_ Religion: \_\_\_\_\_ Place of worship: \_\_\_\_\_

**PARENT/GUARDIAN**

Mr./Mrs./Dr./Ms.: \_\_\_\_\_  
(circle one) (last name) (first name) (middle name) (preferred name)

E-mail: \_\_\_\_\_ Cell phone: (\_\_\_\_\_) \_\_\_\_\_

Place of employment: \_\_\_\_\_

Occupation & title: \_\_\_\_\_ Work phone: (\_\_\_\_\_) \_\_\_\_\_

*Please provide the following information **only if different** from the applicant information on preceding page:*

Home address: \_\_\_\_\_  
(street) (city) (state) (zip code)

Home phone: (\_\_\_\_\_) \_\_\_\_\_ Religion: \_\_\_\_\_ Place of worship: \_\_\_\_\_

**STEPPARENT** (Attach additional page if there are two stepparents.)

Mr./Mrs./Dr./Ms.: \_\_\_\_\_  
(circle one) (last name) (first name) (middle name) (preferred name)

E-mail: \_\_\_\_\_ Cell phone: (\_\_\_\_\_) \_\_\_\_\_

Place of employment: \_\_\_\_\_

Occupation & title: \_\_\_\_\_ Work phone: (\_\_\_\_\_) \_\_\_\_\_

*Please provide the following information **only if different** from the applicant information on preceding page:*

Home address: \_\_\_\_\_  
(street) (city) (state) (zip code)

Home phone: (\_\_\_\_\_) \_\_\_\_\_ Religion: \_\_\_\_\_ Place of worship: \_\_\_\_\_

Parents:  Married  Divorced  Father deceased  Father remarried  
 Separated  Mother deceased  Mother remarried

Applicant lives with:  Parents  Mother  Father  Other: \_\_\_\_\_  
(please specify)

If applicant's parents are divorced, which parent has legal responsibility for:

Custody of student: \_\_\_\_\_ School bills: \_\_\_\_\_

Please list the applicant's siblings.

Name:	Date of birth:	Grade:	School attended:
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**PERSONAL STATEMENTS** (Feel free to attach an additional page.)

Please comment on your reason for seeking admission to Villa Duchesne and Oak Hill School for the applicant.

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Please describe the applicant as objectively as possible.  
(For example, describe the applicant's special abilities—athletic, artistic, academic, etc.)

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If the applicant has parents, grandparents, or siblings who are alumnae/i of Villa Duchesne and Oak Hill School, Barat Hall, City House, Academy of the Sacred Heart, or another Sacred Heart school, please list their names, relationship to applicant, school, and year attended. (It is not necessary to list siblings who are currently enrolled.):

Name:	Relationship:	School:	Year graduated:
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**SCHOLARSHIPS/FINANCIAL ASSISTANCE**

Please visit Admissions at [www.vdoh.org](http://www.vdoh.org) for more information about available scholarships and financial aid including downloadable applications and deadlines. If you are interested in financial aid, please contact our Director of Enrollment Management at 314.810.3446.

How did you hear about Villa Duchesne and Oak Hill School?

- Magazine (please specify) \_\_\_\_\_
- Newspaper (please specify) \_\_\_\_\_
- Online (please specify) \_\_\_\_\_
- Other (please specify) \_\_\_\_\_
- Villa Duchesne and Oak Hill School family (please specify) \_\_\_\_\_

**STATEMENT OF CONFIDENTIALITY**

It is the policy of Villa Duchesne and Oak Hill School that all information received regarding an applicant’s application for admission will be treated with complete confidentiality. Only authorized school personnel have access to such information and then only to the extent that the information is relevant to admission and placement decisions. Information received within the scope of this policy is not disclosed to the applicant or the applicant’s family.

**NOTICE OF NON-DISCRIMINATION POLICY**

Villa Duchesne and Oak Hill School does not discriminate on the basis of race, color, or national or ethnic origin in the administration of its educational policies, admission procedures, financial aid, scholarships, or athletic and other school-administered programs.

**SIGNATURES**

Parent/Guardian: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian: \_\_\_\_\_ Date: \_\_\_\_\_

When you submit your application please enclose the following:

- Application
- Release of Information Form
- Copies of all special reports and evaluations
- Application fee of \$50 (non-refundable; check made payable to Villa Duchesne and Oak Hill School)

Return application to:

Admissions Office  
 Villa Duchesne and Oak Hill School  
 801 South Spoeede Road  
 Saint Louis, Missouri 63131-2699  
 Ph: 314.810.3566  
 Fx: 314.432.0199