

# ADMISSIONS PROCEDURE

## **PROCEDURE FOR INCOMING FRESHMAN (*Grade 9*)**

1. Complete Application for the Admission Test
2. Take the test
3. Letters of Acceptance will be sent
4. Complete the on-line registration
5. The registration process is completed at Coleman

The registration process includes:

Course Selection

Payment of Registration Fee

Review of Application and School Records

## **TRANSFER STUDENTS (*Grades 10-11-12*)**

1. Registration for transfer students is on-going
2. Complete the on-line registration form
3. Complete hand-written admission essay (see online application)
4. The registration process is completed at Coleman

The registration process includes:

Course Selection

Payment of Registration Fee

Review of Application and School Records

\* School Records include: Report cards and/or transcripts, records of attendance, discipline, and educational assessments for IEP or 504 if applicable.

The on-line application can be found on the Coleman High School Website:  
**[www.colemancatholic.net](http://www.colemancatholic.net)** (Admissions Tab)