



ADMISSION PROCESS

Steps to follow for the completion of the admission process:

1. At the reception

- a. Tour through the school campus, by appointment, Thursdays at 8:30 a.m.
- b. Attend the "Open House" general informative meeting. Its objective is to provide detailed information about the school's mission and vision, values, philosophy, cultural and sports activities etc. Any questions can be addressed at this time. Ask the receptionist for the date of our next "Open House".

2. Steps for Evaluation

- a. Request appointments for evaluations and forms required by visiting the school or contacting us at 809-548-6620.
- b. The evaluation is composed of:
 1. Academic Testing (Prekinder-10th grade)
 2. Parental Interview with School Administration
- c. Attend the evaluation according to the appointed time and date.

3. On the Evaluation Day

Candidates should be in school grounds before 7:45 am. Parents must hand in all documents required for evaluation to the Registrar. (Students applying grades 9th and 10th should bring all necessary documents two working days before the evaluation). In case the documentation is complete, the psychologist will guide the student to the corresponding age appropriate grade level. He/She will spend a complete school day at MCSchool. He/She will be evaluated by the psychologist and homeroom teacher. In case the documentation is incomplete, the evaluation(s) will be rescheduled.

a. Documents Required:

- a. Admission form completed
- b. Copy of Birth Certificate
- c. Copy of Report Card of previous and present school year from the current school (for all grades)
- d. Receipt for RD\$ 2000.00 fee (to be paid on the evaluation day to the cashier)
- e. Recommendation Form(s) completed by a teacher, counselor or principal from preceding school.(at least one)

b. Recommendations for the evaluation day:

- It is not necessary to study.
- Please avoid transmitting anxiety to your child before taking the exam. Motivate them instead!
- A good night's sleep and having breakfast is essential.
- Bring to school a lunchbox with favorite snacks (PK- 5th) or money to buy in the cafeteria (6th- 10th).
- Preferably wear a white polo shirt and khaki pants.
- Pick up your child in the Main Office at the agreed time.

4. Results

Parents will be notified of evaluation results within a maximum of 5 working days.

Enrollment of accepted students should be formalized to ensure the student's spot. MCSchool IS NOT RESPONSIBLE FOR PLACEMENT AVAILABILITY. Spots are not reserved.



ENROLLMENT PROCESS

Once the candidate has been accepted, and parents have compiled the required documents, proceed to enroll upon availability.

- a. Registration form completed
- b. Hand in required documents to the Registrar (Mrs. Marisol Sánchez)
- c. Sign Registration Fee Agreements:
 - MCSchool –Parent Compact
 - Payment Agreement
 - If you are registering your child in 8th grade, it is required to hand in some specific documentation for Dominican Standardized Tests/ Pruebas Nacionales.
- d. Payment either through Credit Cards or Cash should be formalized at this point with the cashier
- e. You will receive MCSchool's Parent and Student Manual

Documents Required for Enrollment

Nido/Maternal

- Original and updated, certified and legalized birth certificate.
- The birth certificate should be translated by a legal interpreter (foreign students only)
- Copy of passport (foreign students)
- Medical certificate
- Recent eye examination certificate
- Auditory examination certificate
- Dental examination certificate
- Updated inoculation record
- 2 pictures 2x2

NURSERY/PREKINDER/KINDER

- Original and updated, certified and legalized birth certificate.
- Birth certificate should be translated by a legal interpreter (foreign students only)
- Copy of passport (foreign students)
- 2 pictures 2x2
- Conduct Letter from preceding school
- Administrative letter from preceding school
- Medical certificate
- Recent eye examination certificate
- Auditory examination certificate
- Dental examination certificate
- Updated inoculation record
- Former School Certificate signed by the School Director and district of precedence
- If your child comes from a foreign language school his/her grades must be translated and legalized. Legalized grades must be submitted to the Validation Department of the Ministry of Education. If grades are submitted in the Spanish language, these only need to be validated in the Dominican Ministry of Education. The legal document emitted by the Ministry of Education (SEE), plus a copy of the original grades must be deposited in MCSchool. (Kinder only)

1st-7th

- Original and updated, certified and legalized birth certificate.
- Birth certificate should be translated by a legal interpreter (foreign students only)
- Copy of passport (foreign students)
- 2 pictures 2x2
- Conduct Letter from preceding school
- Administrative letter from preceding school
- Former School Certificate signed by the School Director and district of precedence
- Last two school years Final Report Cards
- Medical certificate
- Recent eye examination certificate
- Dental examination certificate
- Updated inoculation record
- If your child comes from a foreign language school his/her grades must be translated and legalized. Legalized grades must be submitted to the Validation Department of the Ministry of Education. If grades are submitted in the Spanish language, these only need to be validated in the Dominican Ministry of Education. The legal document emitted by the Ministry of Education (SEE), plus a copy of the original grades must be deposited in MCSchool.

8th

- (2) Original and updated, certified and legalized birth certificate
- (2) Birth certificates should be translated by a legal interpreter (foreign students only)
- (2) Legalized medical certificates
- Copy of passport (foreign students)
- (2) pictures 2x2
- Conduct Letter from preceding school
- Administrative letter from preceding school
- (2) Former School Certificates from last school year signed by the School Director and district of precedence
- Last two school years Final Report Cards
- Recent eye examination certificate
- Dental examination certificate
- If your child comes from a foreign language school his/her grades must be translated and legalized. Legalized grades must be submitted to the Validation Department of the Ministry of Education. If grades are submitted in the Spanish language, these only need to be validated in the Dominican Ministry of Education. The legal document emitted by the Ministry of Education (SEE), plus a copy of the original grades must be deposited in MCSchool.

9th-10th

- Original and updated, certified and legalized birth certificate
- Birth certificates should be translated by a legal interpreter (foreign students only)
- Copy of passport (foreign students)
- (2) pictures 2x2
- Conduct Letter from preceding school
- Administrative letter from preceding school
- 8th grade certification and final grades document (acta final de calificaciones)
- Former School Transcript signed by the School Director and district of precedence. (Grade 9th and up)
- Last two school years Final Reports Cards
- Legalized medical certificate
- Recent eye examination certificate
- Dental examination certificate
- Social Services certificate, if available (Grade 9th and up)
- If your child comes from a foreign language school his/her grades must be translated and legalized. Legalized grades must be submitted to the Validation Department of the Ministry of Education. If grades are submitted in the Spanish language, these only need to be validated in the Dominican Ministry of Education. The legal document emitted by the Ministry of Education (SEE), plus a copy of the original grades must be deposited in MCSchool.