



Our Lady of Prompt Succor School

2025-2026 Elementary Application, Admission and Registration Process and Timeline

Our Lady of Prompt Succor School does not discriminate on the basis of race, color, national or ethnic origin, or disability in violation of state law and federal law or regulation in the administration of its educational policies or programs. The information provided in the application process will not be used for any unlawful discriminatory purpose.

The process for students awarded the Louisiana Scholarship for Educational Excellence (LSP) can be found at <https://www.louisianabelieves.com/schools/louisiana-scholarship-program>.

ORDER OF ACCEPTANCE FOR OTHERWISE QUALIFIED APPLICANTS

Our Lady of Prompt Succor School typically accepts students according to the following categories:*

Note- Territorial refers to the church parish geographical boundaries.

1. Children of territorial parishioners who are deemed active by the pastor;
Siblings of current Our Lady of Prompt Succor students*
2. Children of current employees or non-territorial parishioners who are deemed active by the pastor;
3. Children of Our Lady of Prompt Succor Alumni or legacy families as determined by the pastor;
4. Children of territorial parishioners of a parish without a school or no room in their territorial parish school who are deemed active by their pastor;
5. Children of non-territorial parishioners of a parish without a school or no room in their territorial parish school who are deemed active by their pastor;
6. All others - including inactive parishioners, non-Catholics, etc.

NOTE: In the case of a student transferring from another Archdiocesan Catholic school, before granting admission, the principal will assess the status (academic, financial obligations, and disciplinary) of the student by conferring with the previous principal.

* Meeting the above criteria does not guarantee automatic acceptance.

** Being a sibling and/or a parishioner does not guarantee automatic acceptance.

GRADE ELIGIBILITY

Pre K 3- children must be age three by September 30.

Pre K 4- children must be age four by September 30.

Kindergarten- children must be five by September 30.



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TIMELINE

OCTOBER 2024

October 1: NEW Student Applications (NEW family & siblings of current students) opens

Deadlines to be considered in first round of priority acceptance:

December 13: New student applications to PK3-PK4 due

January 17: New student applications to K-7 due

Completed New Student Applications can be submitted beginning October 1 through December 13 or January 17, 2025, accordingly (see above).

All required components of the Application must be submitted to be considered complete. School officials may schedule and conduct Interviews of New Applicants for available spaces as soon as a completed application is received.

JANUARY 2025

January 6-January 17: Returning Student Registration

January 17: New Student Application period closes for K-7 (NEW family & siblings of current students)

FEBRUARY 2025

February 7: Admissions Notifications communicated

February 7-14: New Student Registration



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HOW TO SUBMIT YOUR APPLICATION:

All Applicants for Admission to Our Lady of Prompt Succor School for the 2025-2026 Academic School Year will be submitted either via email to applicaton@olpsschool.org or hand-delivered to Our Lady of Prompt Succor School, 2305 Fenelon Street, Chalmette, LA.

Beginning October 1st the application can be found online at www.olpsschool.org under the admissions tab or you can stop by the school office during business hours (8:00am-5:30pm)

APPLICATION CHECKLIST

1. Application (Completed, Signed and Submitted)
2. Authorization and Release of Records/ Form (Completed, Signed and Submitted)
3. **Required Records:**
 - Scan or Copy of Birth Certificate
 - Scan or Copy of Social Security Card
 - Scan or Copy of Baptismal Certificate, if applicable
 - Scan or Copy of First Communion Certificate, if applicable
 - Scan or Copy of Updated Immunization Record
 - Scan or Copy of Parents' Driver's License
 - Scan or Copy of Most Recent Report Card (2024-2025)
 - Scan or Copy of 2023-2024 Report Card
 - Scan or Copy of Standardized Test Scores (3rd - 7th Grades)
 - Scan or Copy of Academic Records
 - Scan or Copy of current Custody Record, if applicable
 - Application Fee (Paid online, cash, check or money order)
 - Acknowledgement of Fee Policy/Form (Completed, Signed and Submitted)