

FOR OFFICE USE ONLY

School Year: \_\_\_\_\_

Application Rec'd: \_\_\_\_\_

Testing Fee: \_\_\_\_\_ Fee Rec'd: \_\_\_\_\_

Testing Date: \_\_\_\_\_ Tested by: \_\_\_\_\_

Accepted: \_\_\_\_\_ Letter Sent: \_\_\_\_\_

Interview Date: \_\_\_\_\_

Reg. Fee Rec'd: \_\_\_\_\_ Other: \_\_\_\_\_

## Transfiguration Elementary School

4020 Roxton Ave. Los Angeles, CA. 90008  
Phone: (323) 292-3011 Fax: (323) 292-1527  
[www.transfigurationla.org](http://www.transfigurationla.org)

### Application for Admissions 2023-2024

Student Name: \_\_\_\_\_ Entering Grade: \_\_\_\_\_

#### Instructions:

1. Please complete this application in its entirety in order to receive full consideration for admission.
2. The following is required with submission of application:
  - a. Non-refundable Application & Testing fee of \$50.00 (cash only)
  - b. Copies of the two most recent report card grading periods (NO expectations) for grades 1-8. We cannot process the application without the report cards.
  - c. A copy of your child's birth certificate
    - i. A child must be five (5) years of age on or before September 1<sup>st</sup> to enter Kindergarten.
  - d. Standardized Test scores

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**Please Print All Information**

**PUPIL INFORMATION**

Last Name\_\_\_\_\_First Name\_\_\_\_\_Middle\_\_\_\_\_Grade in Sept.\_\_\_\_\_  
Address\_\_\_\_\_City\_\_\_\_\_Zip Code\_\_\_\_\_  
Home Phone (\_\_\_\_)\_\_\_\_\_Date of Birth\_\_\_\_\_Please Check: Male\_\_\_\_Female\_\_\_\_  
Place of Birth: City\_\_\_\_\_State\_\_\_\_\_County\_\_\_\_\_  
Language spoken at home: ☐ English ☐ Spanish ☐ Other\_\_\_\_\_

**FAMILY INFORMATION**

Father's First Name\_\_\_\_\_Middle\_\_\_\_\_Last\_\_\_\_\_  
Home Phone (\_\_\_\_)\_\_\_\_\_Work Phone\_\_\_\_\_Cell Phone\_\_\_\_\_  
Address\_\_\_\_\_City\_\_\_\_\_State\_\_\_\_\_Zip code\_\_\_\_\_  
Birthplace\_\_\_\_\_Religion\_\_\_\_\_Occupation\_\_\_\_\_

Mother's First Name\_\_\_\_\_Middle\_\_\_\_\_Last\_\_\_\_\_  
Home Phone (\_\_\_\_)\_\_\_\_\_Work Phone (\_\_\_\_)\_\_\_\_\_Cell (\_\_\_\_)\_\_\_\_\_  
Email\_\_\_\_\_  
Address\_\_\_\_\_City\_\_\_\_\_State\_\_\_\_\_Zip Code\_\_\_\_\_  
Birthplace\_\_\_\_\_Religion\_\_\_\_\_Occupation\_\_\_\_\_

Child lives with: (Please check) \_\_\_\_ both parents \_\_\_\_ mother \_\_\_\_ father \_\_\_\_ other  
Parents are: ☐ Living together ☐ Married ☐ Re-married ☐ Separated ☐ Divorced ☐ Mother Deceased ☐ Father Deceased

If child lives with person other than parents, please provide information below:

Legal Guardian's First Name\_\_\_\_\_Middle\_\_\_\_\_Last Name\_\_\_\_\_  
Relationship\_\_\_\_\_Home Phone (\_\_\_\_)\_\_\_\_\_  
Work Phone (\_\_\_\_)\_\_\_\_\_Cell Phone (\_\_\_\_)\_\_\_\_\_  
Email\_\_\_\_\_  
Address\_\_\_\_\_City\_\_\_\_\_State\_\_\_\_\_Zip Code\_\_\_\_\_

## SIBLINGS

**Please list applicant's siblings who are currently enrolled at Transfiguration Catholic School (or those who are alumni):**

Name: \_\_\_\_\_ Age: \_\_\_\_\_ Grade: \_\_\_\_\_

Name: \_\_\_\_\_ Age: \_\_\_\_\_ Grade: \_\_\_\_\_

Name: \_\_\_\_\_ Age: \_\_\_\_\_ Grade: \_\_\_\_\_

**Please list all other siblings of the Applicant:**

Name: \_\_\_\_\_ Age: \_\_\_\_\_ Grade: \_\_\_\_\_

Name: \_\_\_\_\_ Age: \_\_\_\_\_ Grade: \_\_\_\_\_

Name: \_\_\_\_\_ Age: \_\_\_\_\_ Grade: \_\_\_\_\_

[illegible]

Are any relatives Alumni of Transfiguration Catholic School? ☐ Mother ☐ Father ☐ other \_\_\_\_\_ ☐ No

[illegible]

## SCHOOL INFORMATION

Please list previous school this applicant has attended

School Name	City/State	Dates Attended	Reason for leaving
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School Name	City/State	Dates Attended	Reason for leaving
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School Name	City/State	Dates Attended	Reason for leaving
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## SACRAMENTAL & CHURCH INFORMATION

Baptism: \_\_\_\_\_ Verified: \_\_\_\_\_  
Date Church City/State

First Communion: \_\_\_\_\_ Verified: \_\_\_\_\_  
Date Church City/State

In what parish are you registered? \_\_\_\_\_

In what activities do you participate in your parish? \_\_\_\_\_

## ADDITIONAL INFORMATION



**SPECIAL NOTES**

- 1. A Baptismal certificate must be provided for all students who are entering Transfiguration Catholic School.
- 2. After acceptance and before the first day of school, students must provide records of adequate immunization.
- 3. California State Law requires all entering First Grade and students new to California to present satisfactory evidence for health screening/evaluation within the ten (10) month period prior to entering school, unless the child's parent/guardian gives written notice (waiver) that they do not want their child to receive such services. This includes proof of a negative TB test.
- 4. After submission of a completed application and support documentation, and completion of the admissions test, parents will receive a written notification of their child's admission status. This indicates the need for and admissions interview.



**AGREEMENT**

In accordance with the Family Educational Rights and Privacy Act of 1974 and California State Law, I hereby authorize the release of all school records, including grades, health records, and any other developmental information regarding my child. I agree to support Transfiguration Catholic School's academic/discipline policies, administration, faculty, and parent organizations. I also agree to meet the financial responsibilities (tuition/fees/fund raisers) for this child.

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Signature of Parents/Guardian	Date	Signature of Parents/Guardian	Date
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## This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.



# Transfiguration Elementary School

4020 Roxton Avenue, Los Angeles, CA 90008

Tel: 323-292-3011 Fax: 323-292-1527

[www.transfigurationla.org](http://www.transfigurationla.org)

*A community K-8 school teaching in the Catholic faith traditions with an exceptional accredited curriculum, a fine and performing arts program, and after-school enrichment programs.*

## Grade K-8 Tuition and Other Fees 2023-2024

### Tuition

1 student \$4,700 (\$427.27) per month payable in 11 installments - 1st -7th grade - starting July 2023 to May 2024

1 student \$4,800 8th grade (\$436.36) - includes class spirit shirt, cap & gown, Diploma Cover

1 student \$4775 K grade (\$434.09) - includes class spirit shirt, cap & gown, must be 5 years old by September 1 to enter kindergarten

Additional students in the family - 2nd sibling \$3,000, 3rd or more \$2,220 per year

Hours of Operation: 8:00 AM to 2:45 PM (subject to change)

Students may be on the campus no more than 15 minutes before and after the hours of operation.

### Payment and Fees

Payments: Monthly on the 1st, 15th, or 30th of each month. Payments may be made through Smart Tuition  
All payments MUST be automatically deducted from a checking, savings, or credit card account

### Registration Fee

\$250 per child by May 15, 2023; \$350 per child after May 15, 2023, non-refundable

### Health and Safety/Technology Fee

\$100 per child

A 5% discount applied if tuition is paid in full by August 15, 2023. This does not apply with CEF grants or other scholarships. A 20% fee will be withheld for early withdrawals once the 5% discount has been applied.

Uniforms are required, and courses in the Fine & Performing Arts

Inquire about Catholic Education Foundation awards and other scholarship programs

### Before and After School Enrichment Program

1 student \$200 per month (mornings 7 AM to 8 AM evenings 3 PM to 5:30 PM)

2 students \$350 per month

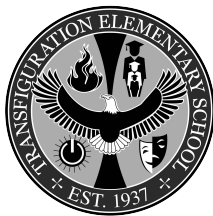
3 or more students - principal will determine the fee

\$10 late fee for every 1 minute late in picking up students after the designated time

### Fundraising and Service Hours

**Fundraising:** The school has at least 2 fundraisers each year and families must participate by selling a minimum of \$500 for the year. **The first mandatory fundraiser for all families: WALK-A-Thon is \$150 per child.** These fundraisers are an important part of building awareness of our school in the community as well as contributing to the cost to educate your student. A list of fundraisers for the year will be provided at the beginning of the school year.

**Service Hours:** 40 hours of volunteer service per student (50 hours for two or more students) to be completed before May 15, 2024. In lieu of service hours, families will pay \$450 for one student, (\$550 for two or more students). All service hours are to be performed by Virtus-trained adults.



## Transfiguration Elementary Pre-School

4020 Roxton Avenue, Los Angeles, CA 90008

Tel: 323-292-3011 Fax: 323-292-1527

[www.transfigurationla.org](http://www.transfigurationla.org)

*A nurturing and faith-filled curriculum to prepare children for Kindergarten and for life.*

## Pre-School Tuition and Other Fees 2023-2024

### **Tuition**

Extended Day Program available from 7:45 AM to 5:00 PM daily

By a contract from July 1, 2023, through May 30, 2024

\$7,900 per year or 11 payments of \$718.19 per month per child

- Age 2 ½ to 5 years - must be fully potty trained
- Additional student(s) discuss with the Principal

\$10.00 late pick-up fee for every 1 minute late picking up a student after the designated time

### **Payment and Fees**

Registration Fee: \$250 by May 15, 2023, per child, \$350 after May 2023 non-refundable and applied to education expenses

**Payments:** Monthly on the 1st, 15th, or 30th of each month. Payments may be made through Smart Tuition

All payments MUST be automatically deducted from a checking, savings, or credit card account

### **Registration Fee:**

\$250 per child by May 15, 2023; \$350 per child after May 15, 2023, non-refundable

A 5% discount applied if tuition is paid in full by August 15, 2023. This does not apply with CEF grants or other scholarships. A 20% fee will be withheld for early withdrawals once the 5% discount has been applied.

Uniforms are required, after-school snacks are provided, Hot Lunch is available

Playground, easy drop-off and pick-up area, secured gate

Field trips to support the preschool curriculum

Inquire about Catholic Education Foundation awards and other scholarship programs

### **Fundraising and Service Hours**

**Fundraising:** The school has at least 2 fundraisers each year and families must participate by selling a minimum of \$500 for the year. **The first mandatory fundraiser for all families: WALK-A-Thon is \$150 per child.** These fundraisers are an important part of building awareness of our school in the community as well as contributing to the cost to educate your student. A list of fundraisers for the year will be provided at the beginning of the school year.

**Service Hours:** 40 hours of volunteer service per student (50 hours for two or more students) to be completed before May 15, 2024. In lieu of service hours, families will pay \$450 for one student, (\$550 for two or more students). All service hours are to be performed by Virtus-trained adults.





## Transfiguration Elementary School

4020 Roxton Ave, Los Angeles, CA 90008

### Emergency Contact and Medical Information for a Child

M F

Child's Name

Date of Birth

Sex

Parent's/Guardian's Name

Parent's/Guardian's Name

Home Phone

Work Phone

Home Phone

Work Phone

Address

Address

City, ST ZIP Code

City, ST ZIP Code

### Alternative Emergency Contacts

Primary Emergency Contact - relationship

Secondary Emergency Contact - relationship

Home Phone

Work Phone

Home Phone

Work Phone

Address

Address

City, ST ZIP Code

City, ST ZIP Code

### Medical Information

Hospital/Clinic Preference

Physician's Name

Phone Number

Insurance Company

Policy Number

Allergies/Special Health Considerations

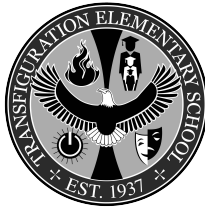
I authorize all medical and surgical treatment, X-ray, laboratory, anesthesia, and other medical and/or hospital procedures as may be performed or prescribed by the attending physician and/or paramedics for my child and waive my right to informed consent of treatment. This waiver applies only in the event that neither parent/guardian can be reached in the case of an emergency.

Parent's/Guardian's Signature

Date

Email address – parent 1

Email address – parent 2



## Transfiguration Elementary School

4020 Roxton Avenue, Los Angeles, CA 90008

Tel: 323-292-3011

### Service Hours Agreement

Each family is responsible to fulfill 40 hours of service (50 hours for 2 or more students) to the school each year. These hours are fulfilled through volunteering services at the school. In some cases, service hours are credited for the donation of goods. The amount of hours varies and is conveyed in writing.

Only adult family members who have been certified by completing VIRTUS training may receive credit for the family. Each adult volunteering must submit to the school certification of completion of the VIRTUS training program prior to volunteering.

It is the responsibility of the family to turn in to added to Gradelink, hours volunteered. This time is verified through school personnel.

If service hours are not fulfilled by Wednesday, May 15<sup>th</sup>, 2024 there will be a \$15 charge for each hour not completed. This amount will be billed to the May Smart tuition payment.

### **Statement of Acknowledgment:**

I have read the above guidelines regarding service hours. I agree to abide by the above guidelines. I understand that any outstanding hours are subject to billing via my May Smart tuition payment.

\_\_\_\_\_  
**Parent Name**

\_\_\_\_\_  
**Parents Signature**

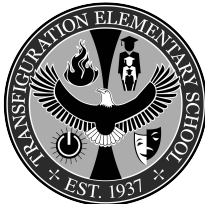
\_\_\_\_\_  
**Date**

### **Office Use Only:**

VIRTUS training completed: Yes \_\_\_\_\_ No \_\_\_\_\_

Date: \_\_\_\_\_ Parish: \_\_\_\_\_

Certificate on file: Yes \_\_\_\_\_ No \_\_\_\_\_ Verified by: \_\_\_\_\_



## Transfiguration Elementary School

4020 Roxton Avenue, Los Angeles, CA 90008

Tel: 323-292-3011

Below is a list of volunteer opportunities at Transfiguration Catholic Elementary School. Participating in these activities will earn service hours for your family if the adult volunteering is currently VIRTUS certified.

Check the activities below that interest you. This is not a commitment but will help us in evaluating the assistance available for each activity.

Chaperoning Field Trips	Sports Banquet
Assisting in the classroom	Book Fair Volunteer
Planning class activities	Back to School Breakfast
Harvest Festival Planning	Family Dinners
Working at the Harvest Festival	Dr. Martin Luther King Celebration
Preparing Thursday Family Envelopes	School Open House
Grading Papers	Faculty/Staff Appreciation Day
Library assistance	Fish Fry volunteer
After School Sports	Science Fair
Field Day	4th Grade Growing Up Party

**I am interested in being part of the following committees:**

Safeguard the Children	Grading Papers
Room Parent	Library assistance
Parent/Teacher Organization	After School Sports
Executive Board	Field Day

**I have the following talents/services that I would like to volunteer to the school:**

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**Parent Name**

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**Parents Signature**

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**Date**



**ACKNOWLEDGMENT OF RECEIPT  
OF  
GUIDELINES FOR ADULTS INTERACTING WITH MINORS  
AT PARISH/SCHOOL ACTIVITIES OR EVENTS**

Revised 8/2007- 1/27/10

Revised 6/8/2010

I have received and agree to comply with the *Guidelines for Adults Interacting with Minors at Parish, Parish School, Youth Ministry or Religious Education Activities or Events* of the Archdiocese of Los Angeles. As stated in the copy of these guidelines: **“All adults working or volunteering with minors are also accountable to follow all policies contained in any other ‘Handbooks’ that the parish/school may use’ (i.e.: Catholic Schools Handbook, Parish ministry handbook, etc.).** All adults acting in a staff, faculty, ministerial or other paid or volunteer\* position in the Archdiocese are role models who are called to treat each minor with respect and care. Clergy/staff members/faculty/volunteers serving either in a paid or volunteer position need to maintain professional relationships with minors whether on or off the parish or parish school locations.” These guidelines are part of the commitment of the Archdiocese of Los Angeles to keep children and youth safe and to provide a role model for all minors under our care.

Activity(ies) or Event(s) in which I am involved:

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Name (please print legibly): \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**ARCHDIOCESE OF LOS ANGELES**  
**GUIDELINES FOR ADULTS INTERACTING WITH MINORS**  
**AT PARISH OR PARISH SCHOOL ACTIVITIES OR EVENTS**

Revised 8/2007 - 1/27/10 – 6/8/2010

(Replace 8/2007 Guidelines for Adults Interacting with Minors in Article 6)

Adults acting in a staff, faculty, ministerial or other paid or volunteer position in the Archdiocese are role models who are called to treat each minor with respect and care. Clergy/staff members/faculty/volunteers serving either in a paid or volunteer position need to maintain professional relationships with minors whether on or off the parish or parish school locations. **Please review the following guidelines and sign the “Acknowledgement of Receipt” for the file at the parish or school where you work or volunteer.**

- Clergy/staff members/faculty/volunteers will ensure that minors are properly supervised at all times, thus providing them a safe environment. Minors must be viewed as “restricted individuals” because they are not adults and are not independent.
- If clergy/staff members/faculty/volunteers who are supervising minors observe a situation where civil law, parish and/or school rules are being violated, they must take appropriate action immediately.
- Clergy/staff members/faculty/volunteers should always be aware they have considerable personal power because of their ministerial positions. Therefore, they will maintain respectful ministerial relationships, avoiding manipulation and other abuses of power.
- Clergy/staff members/faculty/volunteers must avoid assuming the role of a “father or mother figure,” which may create an excessive emotional attachment for all parties.
- Attraction between adults and minors is possible, and care and caution should be taken in all interactions. The parish/school administration should be informed immediately if such an attraction exists. Dating or sexual relationships between a clergy/staff member/faculty/volunteer and a minor are inappropriate and unethical. Dating or sexual relationships between a clergy/staff member/faculty/volunteer and a minor are unlawful.
- Communications with minors (e.g., notes, letters, e-mail and Internet exchanges, telephone calls) must be for professional reasons only.
- Discussions of a sexual nature must always take place in an appropriate educational context. Sexual jokes, slang or innuendo are inappropriate when interacting with minors.
- Clergy/staff members/faculty/volunteers will respect confidential information concerning minors or confidential information of a personal nature shared by a minor. However, if a minor shares confidential information that could pose a threat to the minor or to others, the clergy/staff member/faculty/volunteer has an obligation to notify the proper authorities.
- When clergy/staff members/faculty/volunteers are supervising minors or young adults at parish or parish school-sponsored activities, they may not be under the influence of alcohol, may not consume alcohol in the presence of persons under age 21, nor offer alcohol to them.
- When a clergy/staff member/faculty/volunteer is alone in a room with a minor, the door must be open, or there must be clear visibility through windows.
- Clergy/staff members/faculty/volunteers are to engage in games or sports activities with minors only in the presence of other adults, or in a place openly accessible/visible to others.
- Clergy/staff members/faculty/volunteers planning parish/school events in their homes with minors must have the permission of the parish/school administration. In addition, clergy/staff members/faculty/volunteers may not have any minors in their homes without the knowledge of the minor’s parent or guardian.
- Clergy/staff members/faculty/volunteers may not drive minors unless it is to or from a parish/parish school-sponsored activity and may never drive alone with a minor. Driving minors requires parental permission slips that indicate the transportation is by personal vehicle. The parish/parish school administration must approve any use of personal vehicles. Trips involving minors must have a sufficient number of adult chaperones and minors to preclude the appearance of inappropriate personal involvement with minors.
- Parent/guardian written permission is required for the publication of a picture of a minor.
- Adults are permitted to interact alone with minor/minors only after complying with Archdiocesan policies regarding fingerprinting and safe environment training. They may work with minors only as part of a team if they have not met those requirements.

**PARENT/GUARDIAN RELEASE FOR STUDENT OR MINOR  
(NONCOMMERCIAL)**

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***This section to be completed by the Archdiocesan entity (school/parish/ACC) sponsoring the activity ("Location"):***

**Name of Location:** \_\_\_\_\_

The Location intends to use your child's image, name, voice and/or work for noncommercial purposes relating to the event(s) or activity(ies) identified below.

**Description of events/activities to which this Release applies:**

\_\_\_\_\_  
\_\_\_\_\_

**Duration of Release:** \_\_\_\_\_

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***This section to be completed by Parent/Guardian:***

I, \_\_\_\_\_ am the parent/guardian of  
\_\_\_\_\_, a minor.

I hereby authorize the Location to use the following personal information about my child:  
(Please initial the applicable boxes)

**Image:** ☐ yes ☐ no   **Voice:** ☐ yes ☐ no   **Name:** ☐ yes ☐ no   **Work:** ☐ yes ☐ no

I understand and agree that my child's image, voice, name and/or work ("Personal Information") relating to the events or activities described above will be used for noncommercial purposes, including, but not limited to, publicity, exhibits, electronic media broadcasts or research. I understand and agree that my child's Personal Information may be copied, edited and distributed by the Location in publications, catalogues, brochures, books, yearbooks, magazines, exhibits, films, videotapes, CDs, DVDs, email messages, websites, or any other form now known or later developed ("Materials").

The Location may use the Personal Information at its sole discretion, with or without my child's name or with a fictitious name, and with accurate or fictitious biographical material. The Location will not use the Personal Information for improper purposes or in a manner inconsistent with the teachings of the Roman Catholic Church.

I waive any right to inspect or approve any Materials that may be created using the Personal Information now and in the future. In exchange for the opportunity given to my child by the Location to participate in the activity, I agree that neither I, nor my child, will receive monetary compensation, royalties or credit. I understand and agree that the Location shall be the owner of all right, title and interest, including copyright, in the photographs, electronic recordings and Materials. If the Location intends to use the Materials for a commercial purpose, I will be provided at that time with information about the terms of the commercial use.



I hereby waive, release and forever discharge any and all claims, demands, or causes of action against the Location and its affiliated entities, employees, agents, contractors and any other person, organization, or entity assisting them with the photography, electronic recording or Materials, for damages or injuries in any way related to, or arising from the photography, electronic recording or Materials, or the use of the Personal Information, and I expressly assume the risk of any resulting injury or damage.

I further understand and agree that this Authorization remains in effect until it is withdrawn in writing. I understand that if I change my mind about this Authorization, that I will submit another, new authorization form to the Location. However, my new authorization will not have the effect of revoking this Authorization, and the Location will have no duty or obligation to make any changes or alterations to any Materials that may have been prepared based on this Authorization.

I represent that I have read this Authorization, understand the contents and am able to grant the rights and waivers it contains. I understand that the terms of this Authorization are contractual and not mere recitals. I am signing this document freely and voluntarily.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_ Relationship to Child: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Cellphone: \_\_\_\_\_

Email: \_\_\_\_\_

Name of Child: \_\_\_\_\_ Age: \_\_\_\_\_

