



APPLICATION PROCESS

2023-2024

APPLY TO OUR LADY OF MERCY SCHOOL

Welcome and thank you for your interest in Our Lady of Mercy Catholic School for your family! We appreciate your decision to apply for the 2023-24 school year and we look forward to assisting you during the admissions process. Please access ADMISSIONS at www.olomschool.org to apply.

DEADLINE: The application period for the 2023-24 school year is now open. The final deadline to submit an application is January 17, 2023.

(Online payment of the \$275.00 application fee is required to submit the application).

REQUIREMENT: All applicants are also required to attend a screening / testing session on **Saturday, January 21, 2023.**

We ask that you read the important information below **BEFORE** you begin the application process online. Please follow the instructions based on your status listed as **1, 2 or 3.**

1. CURRENT OLOM FAMILIES WITH A NEW APPLICANT FOR 2023-24

To apply to Our Lady of Mercy, you will NOT complete an inquiry form, but should sign into your Blackbaud account and access the RESOURCE tab at the top of the page. Please select the APPLY section. Once the admissions office has received notification of the start of the application, you will be assigned a checklist to complete the application process.

Applicants with siblings currently enrolled in Our Lady of Mercy School adhere to the same admissions deadlines/requirements listed above.

2. PROSPECTIVE / NEW FAMILIES WITH PREVIOUS (2022-23) APPLICANT

If you have a **2022-23** applicant not currently enrolled at OLOM School:

To **RE-APPLY** for a different grade level for 2023-24 at Our Lady of Mercy, **please contact Mari Buzbee** by email at mbuzbee@olomschool.org. Instructions will follow for how to proceed with the application process and avoid conflicts with the existing Blackbaud account

3. PROSPECTIVE / NEW FAMILIES WITH A NEW APPLICANT

To apply to Our Lady of Mercy, you will **first** complete an OLOM School **Inquiry Form**. After submitting the completed inquiry form, you will receive an email with instructions for creating your account. Please note that these forms are necessary to begin the application process and are processed during business hours (7:25 AM – 3:25 PM, Monday – Friday).

Inquiries will continue to be processed periodically throughout extended school holidays. Please submit your Inquiry Form by January 13, 2023 to ensure having the time to receive and complete your application by 1/17/23.

Once your inquiry is processed, you will receive an email inviting you to login through Blackbaud Services to create a Blackbaud ID. Once you create and login to your account, you will see your student's profile page which includes the application and a checklist to be completed. Although your checklist will display the items needed, a list of required items is also included **HERE** for your reference.

▶ ▶ ▶ **[CLICK HERE FOR YOUR INQUIRY FORM TO START THE APPLICATION PROCESS](#)**

*In order for an application to be considered **complete**, the online application, all required documents and the application fee payment must be received by the school. The final deadline is **January 17, 2023**. We are unable to process incomplete applications. Thank you!*