



APPLICATION PROCESS

2018-2019

APPLICATION PROCESS

Welcome to Our Lady of Mercy Catholic School! The initial application period for the 2018-2019 school year opens November 27, 2017. To apply for admission to Our Lady of Mercy School please follow the procedure below.

FIRST . . .

Complete the online application:

1. Log on to our website (www.olomschool.org)
2. Under the **ADMISSIONS** tab, see “**APPLY HERE 2018-19 (New Students)**”
3. Follow the instructions on the “Application / Apply Here 2018-19” section

SECOND . . .

Submit your documents: (see the list of required documents at **ADMISSIONS GUIDELINES**)

Admissions documents may be furnished;

ELECTRONICALLY with your online application

or

BY EMAIL to mbuzbee@olomschool.org (You will receive an email confirming receipt of your documents).

or

DURING our Open House / Application Day Event on 1/17/18 (Between 8:00 AM–1:00 PM)

or

BY DELIVERY OR MAIL to the school office at 400 Marquette Avenue, Baton Rouge, LA 70806.

ALL documents should be received by the school no later than 9:00 AM, January 23, 2018 to be included during the first phase of admissions for the 2018-19 school year.

NEXT . . .

Pay the application fee of **\$275.00** in one of the following ways:

- **Electronic Payment** to the school via the link included on the website at the “Apply Here 2018-19” section or by accessing <https://olomschool.diamondmindinc.com/> (see options below).
One-Time Electronic Draft You may elect to have your fee drafted directly from your checking or savings account. You must have the routing and account numbers available.
Credit/Debit Card You may elect to pay your fee with a MasterCard, Discover, American Express or VISA. The credit card companies charge a convenience fee of approximately 2.7% added to the total charge.
- **Cash or Check to the School**

LAST STEP . . .

SIGN UP for a student screening appointment:

Once the application is **complete***, (or no later than January 17, 2018) you will receive *by email* the link for the sign-up to schedule your student’s screening appointment. **PLEASE CONFIRM THAT YOUR EMAIL ADDRESS IS CORRECT ON THE APPLICATION.**

- *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 9:00 AM, January 23, 2018. We are unable to process incomplete applications. Thank you!*