



Kindergarten – 12th Grade Admissions Checklist

The following is the protocol for enrolling a student at Archbishop Bergan Catholic School in Kindergarten – 12th grade.

Recruitment

1. Meet with Director of Advancement- Bonnie Nebuda
 - a. School Tour
 - b. Receive recruiting packet with all pertinent Bergan information for the appropriate grade level
2. Meet with Principal and/or Guidance Counselor- Dan Koenig/Doug Moore (educational background check)
3. Meet with Director of Finance- explain tuition, payment options, assistance - Brook Zakovec at the Parish Office
 - a. If Brook is not available, Bonnie Nebuda will cover this.

Enrollment

Once all appropriate forms are complete, the Advancement Office will send them to the correct Departments

1. Application for Admissions & Transcript Release Form (Release is only for Transfer students)
2. Tuition Contract, Enrollment Deposit, and Tuition Assistance Form (If Needed)
3. If registering at the MS/HS, the student will meet with Guidance Counselor Doug Moore and complete the Class Registration Form
4. If Elementary students need After Care, an ECEC Contract, Enrollment Fee, & Two Week Security Deposit will be required.
5. Family will receive an Acceptance Letter or Acceptance Phone Call from Administration indicating acceptance.

Welcome

1. Families will receive a Back to School packet with all necessary forms that are needed each academic year
 - a. ECEC families should set up an appointment to tour and receive additional paperwork
2. Bonnie Nebuda, Director of Advancement, will work with Advancement Committee to assign a Parent Ambassador to the Family to assist in the transition to the new school for the parent and the student.

Archbishop Bergan Catholic School reserves the right to deny admission to a student who:

1. Is an incoming student with any academic deficiencies.
2. Has a history of disciplinary or attendance problems at their previous school(s) of attendance.
3. Has an outstanding balance at any school.
4. Is unable to be scheduled in the available academic program of studies.

Archbishop Bergan Catholic School does not discriminate on the basis of race, color, national or ethnic origin in administration of our educational policies, admission policies, scholarship and loan programs and athletic or other school-administered programs or disability if with reasonable accommodations; the applicant can meet the program requirement



Early Childhood Education Center
450 E 4th St, Fremont, NE 68025
P: 402-721-9710 • F: 402-721-5366

Elementary Building
1515 N Johnson Rd, Fremont, NE 68025
P: 402-721-9766 • F: 402-721-1180

Middle/High School Building
545 E 4th St, Fremont, NE 68025
P: 402-721-9683 • F: 402-721-5366

Fr. Dave Belt, President • Dan Koenig, Principal • Chris Rainforth, Asst. Principal/Director of Activities

Advancement Office: 545 E 4th St, Rm 103 • Fremont, NE 68025 • 402-721-1846 • www.berganknights.org

Updated 2/1/2017