

# OUR LADY OF MOUNT CARMEL SCHOOL

## Waiting List Procedures for 2020-2021

When a class placement is not immediately available, a child is placed on the Waiting List and the parents are notified of that fact. As soon as an opening becomes available, the first family on the Waiting List is notified by phone, presented with the offer of a placement and a starting date, and given time to consider the offer.

If the family declines the offer, the child's name is removed from the Waiting List. The family must register again the following spring to be considered for the subsequent school year.

Families who are still on the Waiting List in early spring are asked by letter to update their child's academic information by the end of the month. Files that have not been updated are purged. Applications that have been updated remain on the Waiting List.