

Queen of Peace High School

191 Rutherford Place, North Arlington, NJ 07031 Tel: 201-998-8227

Admissions Procedure

Freshman Applicants

Incoming freshmen: QPHS uses the COOP Admissions process - Exam and Ninth Grade Applicant Record. However, there is an additional application, available from the school, which should be completed and returned directly to QPHS by the applicant. There are no additional application fees.

Incoming freshmen must take the **Cooperative Admissions Exam**, an Archdiocesan-sponsored test developed by CTB-McGraw Hill. This exam is offered once in November. The application for the exam is due in early October. **Specific dates are published in the COOP Student Handbook.** The application is available through Catholic Elementary Schools, local parishes and at Queen of Peace High School. The fee for the exam is \$40.00 (subject to change).

- **Catholic School Students:** Complete the COOP process in conjunction with your elementary school.
- **Private and Public School Students:** Must complete the COOP process independently.

Available with the COOP application is the **“Ninth Grade Applicant Record.”** A parent/guardian should give this form to the child's elementary school principal, guidance counselor or teacher. This allows QPHS to receive a copy of the student's academic records and standardized test scores.

Students will be evaluated through these records - student's 6th, 7th and 8th grade (first marking period) performance and previous standardized testing results - and the Cooperative Admissions Exam.

Students receive admissions decisions by mail. The date that these letters are mailed is set by the Archdiocese, sometime in mid-January. This date is published each year in the *COOP Student Handbook*. Registration for incoming freshmen is held on the first Saturday in February.

If an applicant has missed the opportunity to use the above procedure, please contact the Admissions Director, at 201-998-8227 x30 to request an applicant form and further information. The student must take one of the scheduled Walk-in COOP Exams. The fee for this exam is \$40.00 (subject to change).

Transfer Applicants

Students must apply through the Admissions Office. Contact the Admissions Director at 201-998-8227 x30, to request a “Transfer Student Applicant Form.”

Criteria for Transfer Applicant:

1. Transcript which includes the high school subjects the student has taken and the grade for each course.
2. If applicable, any summer school course(s) the student has taken and the grade earned.
3. Standardized test scores on record.
4. Attendance data.
5. Letter of recommendation from high school principal or similar.
6. Student letter that includes reasons for transferring and reasons for wanting to attend QPHS.
7. Interview scheduled by the Admissions Director, once all required information has been submitted.