



Admissions Checklist

The following is the protocol for enrolling a student at Archbishop Bergan Catholic School.

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. Family will receive an Acceptance Letter from the Principal indicating acceptance. Sent home with this letter will be other required paperwork to be filled out and returned.

Welcome

1. 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.

Preschool/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

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