

## **ENROLLMENT CHECK LIST FOR ADMISSION, 2017-18**

Note: Registration for the 2017-18 school year will be coordinated through the **school administration office** (not the parish business office).

- Complete and turn in *Application for Admission*.
- Pay Registration Fee.
- Complete and turn in *FACTS Automatic Tuition Payment Agreement*. (*FACTS forms available online and from school administration office.*)

Financial assistance requests cannot be processed until above is complete.

Complete and turn in:

- Student Emergency Card\*
- Immunization Records\*
- Student's Birth Certificate\*

\*Note: students may not attend classes without submitting the previous, completed, forms.

### **NEW FAMILIES ONLY**

- Meet with the Principal or designated teacher.
- Complete *New Student Packet*:
  - Parent Questionnaire
  - Student Input Form
  - Placement Testing
  - Transfer of Educational Records (to be **sent directly to St. Joseph School**).(*New Student Packet* and all forms are available in the school administration office.)

**All forms must be turned in *before* your student can be accepted.**

**No tuition assistance or scholarships will be granted until all paperwork, forms, and registration fees have been completed and submitted to the School Administration Office.**

St. Joseph Catholic School is a parish ministry that teaches the faith, traditions and culture of the Catholic Church as the cornerstone of a solid academic foundation and virtuous character formation.