



SAINT COLUMBKILLE SCHOOL

A TRADITION OF EXCELLENCE

SPIRIT • SCHOLARSHIP • SERVICE

St. Columbkille School Application Process and Checklist

Stage 1: Initial Documentation

To begin the application process, the following forms/documents must be submitted on behalf of each applicant.

- € Application for Enrollment
- € Special Services Form
- € Copy of Birth Certificate
- € Copy of Baptismal Certificate (If applicable)
- € Copy of last report card (Grades 1 - 8)
- € Copy of all Standardized Test Scores (Grades 2 - 8)
 - MAP or other relevant state assessments

Stage 2: Review Process

Once the above documentation has been submitted, the Admissions Team will review the application based on St. Columbkille School admissions criteria, specifically seeking students who are successful in their current academic environments; who conduct themselves in a manner that fits with the St. Columbkille School behavioral standards; and whose parents/guardians are invested in the education process. If the team deems that the applicant meets the above criteria, the applicant will be contacted to complete:

- € Shadow Visit (Grades K - 8)
- € Placement Assessment through NWEA MAP
- € Interview with Pastor, Principal, and/or Administrative Team

Stage 3: Enrollment Decision

After the student has completed the previous steps, the application will be evaluated and an enrollment decision will be made. It is possible that a student may be put on a wait list for classes that are at or near capacity, as Parish families have first priority in cases where class space is limited. In any event, families can expect to hear back from St. Columbkille School within 2 weeks of completing the review process.

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Stage 4: Enrollment

Once a student is accepted, the following items are required in order to enroll in St. Columbkille School.

- € Registration/Technology fee of \$340 per student for Pre-K - 8th grade(non-refundable)
- € Registration fee of \$150 per student for 3-year-old preschool program (non-refundable)
- € Completed Registration Forms/Tuition Contract
- € Release of records form (Grades 1 - 8)

Questions/Feedback

St. Columbkille School welcomes questions and feedback from applicant families at any time during the application process. Please contact the School Office at (216) 524-4816 or send an email to Mr. Andrew Richards, Principal at arichards@stcolumbkilleschool.org.



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ADMISSIONS CRITERIA & REQUIREMENTS

St Columbkille School welcomes all new students and it is our hope to serve the needs of all interested faith filled families.

Students entering must meet the following age requirements:

- Preschool – child must be 3 years old by August 1st
- Pre-K – child must be 4 years old by August 1st
- Kindergarten – child must be 5 years old by August 1st

For purposes of registration of new families, the term “Participating Parishioner” refers to Catholic families who have officially registered in the Parish and demonstrate their participation through Mass attendance and financial support of the Parish using envelopes or Faith Direct online giving. (We suggest families contribute a minimum of \$500 per year). Non-Catholic students are required to actively participate in religion classes, religious celebrations, and liturgies while attending St. Columbkille School.

Registration Process:

1. Contact school office to apply
2. Meet with school principal or administrator
3. Provide most recent report card and standardized test scores for children entering grades 1-8
4. Meet with our pastor

Items required at time of registration:

1. A non-refundable registration fee of \$150.00 and technology fee of \$190.00 (per Pre-K-8th grade student)
2. A non-refundable registration fee of \$150.00 (3-year-old preschool program)
3. A photo copy of your child’s birth certificate (required) and baptismal certificate (if applicable)

Tuition 2021-2022

Participating Parishioners*		Non-Participating Parishioners/Non-Parishioners**	
(K-8th)		(K-8th)	
First Child	\$3,295	First Child	\$4,295
Second Child	\$5,961	Second Child	\$7,961
Third Child	\$8,258	Third Child	\$11,258
Fourth Child	\$10,206	Fourth Child	\$14,206
	Pre-Kindergarten		\$3,650
	Preschool (3 year old)	\$4,500 (Full Day)	\$2,300 (Half Day)

Requirements for All School Families:

School/Parish Volunteer Participation: Each family is required to generously participate and volunteer their time in at least one major event each year (with the school, PTU, athletic boosters, or parish)

Parish/School Raffle: All families are expected to sell or purchase at least ten raffle tickets (totaling \$100 per year)

*A "Participating Parishioner" refers to Catholic families who have officially registered in the Parish and demonstrate their participation through regular Mass attendance and financial support of the Parish using envelopes or Faith Direct online giving. (We suggest families contribute a minimum of \$500 per year.)

** These families are God-centered and worshipping, desiring Catholic values and programming for their children.

Catholic members of other parishes, without a parish school, who submit a signed letter from your pastor verifying membership to secure a \$1,000 parish parishioner discount.



APPLICATION FOR ENROLLMENT (Please complete both sides)

STUDENT INFORMATION

Last Name: _____ First Name: _____ Middle Name: _____
 Name child goes by or nickname: _____ Gender: M / F Grade student is entering: _____
 Birthdate: _____ Birthplace (City, State, Country): _____ County: _____ Zip: _____
 Mailing Address: _____ City: _____
 Home Phone(optional): _____ Language (s) Spoken at Home: _____
 Ethnicity: Caucasian Black/African American Multiracial American Indian /Alaskan Native
 Hispanic Asian Native Hawaiian /Other Pacific Islands Other _____
 School student is entering from: _____ School City /State: _____ Parochial Other _____

RELIGIOUS INFORMATION FOR STUDENT

Parish / Place of Worship: _____ City: _____
 Baptism Date: _____ Reconciliation Date: _____ First Communion Date: _____
 Baptism verified by: _____ Church: _____ City, State, Zip: _____

OTHER CHILDREN IN THE FAMILY - LIST NAMES & BIRTHDATES

1. _____ 3. _____
2. _____ 4. _____

ALUMNI CONNECTION

Other than siblings, does the student know anyone who currently attends or has attended St. Columbkille School in the past? Yes No
 If so, what is his/her name and relationship to the applicant? _____
 This person currently attends _____ graduated in _____ attended for _____ years, but did not graduate from SCS

PARENT/GUARDIAN INFORMATION

Parent/Guardian 1

(Circle one)

Mr. Mrs. Ms. Miss. Dr.

Natural Mother Natural Father Custodial Mother Custodial Father Other	Last Name _____ Mailing Address _____ Religion _____	First Name _____ City _____ Parent Marital Status _____	Maiden Name _____ Zip _____ Email Address _____	Birthplace _____ Preferred Phone Number _____ Occupation _____	Work Phone _____
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Parent/Guardian 2

(Circle one)

Mr. Mrs. Ms. Miss. Dr.

Natural Mother Natural Father Custodial Mother Custodial Father Other	Last Name _____ Mailing Address _____ Religion _____	First Name _____ City _____ Parent Marital Status _____	Maiden Name _____ Zip _____ Email Address _____	Birthplace _____ Preferred Phone Number _____ Occupation _____	Work Phone _____
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LEGAL CUSTODY - Student lives with...

Both natural parents _____ Mother as custodial parent _____ Father as custodial parent _____ Grandparent (s) with legal custody _____ Other, please explain _____

Is there a court order (or pending order) affecting the custody and/or residency of the child? YES NO

If so, once an applicant has been accepted and enrolls at St. Columbkille School, a certified copy of the entire court order including the case number and those sections referring to visitation rights and contacts with the school, must be provided. The page bearing the judge's signature and court seal is also needed. This copy should include any and all modifications made as of the date of enrollment. It is the responsibility of the parents to inform the principal of any subsequent modifications during the child's tenure at St. Columbkille School. A complete copy of the school's procedures dealing with family custody situations is included in the School Handbook.

Emergency Contact(s) INFORMATION (other than parent/guardian)

Last Name _____	First Name _____	Relationship to Child _____
Phone Number (Cell) _____	Phone Number (Home) _____	Phone Number (Work) _____
Last Name _____	First Name _____	Relationship to Child _____
Phone Number (Cell) _____	Phone Number (Home) _____	Phone Number (Work) _____

The information on this application is true to the best of my knowledge as of date signed _____ **Date** _____



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Special Services Form

Name of Student _____

Current Grade Level _____ Date _____

Has your child ever received services for, been tested for, or identified as having any of the special services listed below?

No, my child has never been identified for any special services

Yes, my child has been identified for special services.

Please check any and all that apply.

_____ Hearing difficulty

_____ Vision difficulty

_____ Learning Difference (MFE or IEP)

_____ Developmental delay

_____ Speech Language Pathology

_____ ADD/ADHD

_____ Special Education Program

_____ Psychological Evaluation

_____ Specialized Educational Testing

_____ Physical Therapy

_____ Accommodation Plan (504 or SEGO Plans)

_____ Gifted Program

_____ Other, please specify:

Signature of Parent/Guardian

Date



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2021-2022 School Year

ACKNOWLEDGEMENT OF PROGRAMS, POLICIES, AND PROCEDURES

It is required that all families complete, date, and sign this page of the Family Handbook.

We have read and agree to abide by the contents of the Saint Columbkille School Family Handbook. We understand that the administration of Saint Columbkille School is the normal interpreter and arbiter of the meaning of any statement contained in this handbook. We understand the obligations which we have to the school and agree to meet them according to the school's established policies and procedures.

FAMILY NAME _____ Date: _____
(Please Print)

Father's/Guardian's Signature: _____

Mother's/Guardian's Signature: _____

Student's Signature: _____

Student's Signature: _____

Student's Signature: _____

Student's Signature: _____

Student's Signature: _____



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6740 Broadview Road Parma, OH 44134 216.524.4816

www.stcolumbkilleschool.org

Photo Release and Authorization

2021-2022

I (We) the parent(s) and/or guardian(s) of my (our) minor child _____

(Please print student's name)

age _____, do hereby consent and authorize the release, publication, dissemination, distribution, use, and/or reproduction of any and all photographs taken of my (our) daughter/son during her/his enrollment at St. Columbkille Parish School by any employee, agent or representative of St. Columbkille Parish School or independent contractor.

This Release and Authorization acknowledges that all photographic proofs, photographic negatives, positives, and prints shall constitute the property of St. Columbkille Parish School and may be used by St. Columbkille Parish School for any purpose determined at its discretion, without further notice or any compensation to me or to my child.

Parent(s)/Guardian(s) Name(s) (Please Print)

Parent/Guardian Signature

Parent/Guardian Signature

Date

Date

Minor Student

Residing at: _____

€ We do NOT consent and authorize the release, publication, dissemination, distribution, use, and/or reproduction of any and all photographs taken of my (our) daughter/son during her/his enrollment at St. Columbkille Parish School by any employee, agent or representative of St. Columbkille Parish School or independent contractor.



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MEDIA CONSENT AND RELEASE

We recognize the value of audio-visual and digital technologies in providing our child with an effective education and hereby grant permission for our child and/ or his/her schoolwork projects to be photographed or recorded as part of an educational program produced by the school or a coalition of schools.

We grant permission for the photographs or recorded work to be used in media presentations that are made available to other educational institutions or through cable television station or network. We further grant permission for photographs to be used in print media or on the school website. We understand that our child's image, name work product, school, and grade may be revealed in the presentation(s), but that no other information about our child or his/her schoolwork will be revealed without prior consent.

FAMILY NAME _____

Student Name _____ Grade _____

Student Name _____ Grade _____

Student Name _____ Grade _____

Student Name _____ Grade _____

Student Name _____ Grade _____

Parent(s) Name _____

Parent(s) Signature _____

Telephone (Home) _____ **(Work)** _____

(Cell) _____

Date _____

_____ **No, I do not wish to have my child's photo/schoolwork used in any public forum.**

****This release and consent will be in effect during the entire stay of the student at St. Columbkille School unless otherwise notified in writing.****



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Information Regarding Legal Custody

Family Name: (Please print) _____

Child's (Children's) Name(s): _____

Child lives with:

- both natural parents
- natural mother, step/adoptive father
- natural father, step/adoptive mother
- adoptive parents
- mother (divorce) mother (father deceased)
- father (divorce) father (mother deceased)
- grandparents (with legal custody)
- other relative (with legal custody) relationship: _____
- Other. Please explain: _____

Residential parent/guardian signature: _____ Date: _____

Name: (Please print) _____

Address: _____

Home Phone # (____) _____^{Street} Work Phone # (____) _____^{City} Cell Phone # (____) _____^{State} _____^{Zip}

Is there a court order (or pending order) affecting the custody and/or residency of the child? Yes No

Is there legal paperwork regarding Adoption of the child? Yes No

If "Yes", please attach a certified copy of the entire court order including the case number and those sections referring to visitation rights and contacts with the school. Also include the page bearing the judge's signature and court seal. This copy should include any and all modifications made as of the date of registration of the child in this school. It is also the responsibility of the parents to inform the principal of any subsequent modifications during the child's tenure at the school.

Non-Residential parent signature: _____ Date: _____

Name: (Please print) _____

Address: _____

Home Phone #: (____) _____^{Street} Work Phone #: (____) _____^{City} Cell Phone #: (____) _____^{State} _____^{Zip}

Is the non-residential parent responsible for paying tuition? Yes No