



St. Mary's
Catholic School

ENROLLMENT CHECKLIST

- Registration Packet
- Copy of Birth Certificate
- Copy of Social Security Card
- Immunization Record
- Copy of Baptismal Certificate
- Registration Deposit

Date Completed _____

Authorized Signature _____

Application for Admission



St. Mary's
Catholic School

Student Information

Applying for Admission <input type="checkbox"/> Fall <input type="checkbox"/> Spring		Year	Grade	Gender <input type="checkbox"/> Male <input type="checkbox"/> Female
Student's Full Name				
Social Security Number			Date of Birth (MM/DD/YYYY)	
Home Address				
City		State	ZIP	
Home Phone			Cell Phone	
Student Religion			Language Spoken at Home	
Rank of Child	Boys in Family:		Girls in Family:	
Please check the box that best describes the student's race or ethnicity (optional): <input type="checkbox"/> Hispanic/Latin origin <input type="checkbox"/> American Indian or Alaska Native <input type="checkbox"/> Asian <input type="checkbox"/> Black or African American <input type="checkbox"/> Native Hawaiian or other Pacific Islander <input type="checkbox"/> Caucasian				

Previous School Information

School Name			Grade Levels (i.e. 3K-8th)	
Address				
City		State	Zip	
School Phone:		Dates of Attendance		

How did you hear about St. Mary's Catholic School?

- Friend/Relative: _____
- Advertisement
- Church: _____
- Internet
- Referral: _____

Family Information

Father/Guardian	Religion	SSN:
Home Address		
City	State	ZIP
Marital Status: <input type="checkbox"/> Married <input type="checkbox"/> Single <input type="checkbox"/> Separated <input type="checkbox"/> Divorced <input type="checkbox"/> Widower		
Home Phone:	Cell Phone:	Work Phone:
Occupation	Email Address:	

Mother/Guardian	Religion	SSN:
Home Address		
City	State	ZIP
Marital Status: <input type="checkbox"/> Married <input type="checkbox"/> Single <input type="checkbox"/> Separated <input type="checkbox"/> Divorced <input type="checkbox"/> Widower		
Home Phone:	Cell Phone:	Work Phone:
Occupation	Email Address:	

Student Sibling(s)- *Please list all siblings other than enrolling student*

Name	Age	Grade	Current School

Emergency Information

Physician:	Physician's Phone:
Please list two relatives or neighbors who will assume temporary care of your child if you cannot be reached.	
Name: _____	Phone: _____
Name: _____	Phone: _____
Special health conditions or comments:	

Payment Schedule

Tuition for the current school year are prescribed in the attached schedule. The Principal, office staff or accounting department will be glad to answer any questions you may have.

Registration: is payable in full at the time of registration. Registration is not complete until that deposit is paid and accepted. Registration will not be accepted until any outstanding balance from prior years is brought current. The registration deposit is not refundable.

Tuition: the family has the option of four payment schedules and whether lunch is included in their plan: (check only one)

- One payment of the full annual tuition paid on July 1 (\$200 discount)
 - Add lunch
- Two equal payments, one on July 1 and one on January 1 (\$100 discount)
 - Add lunch
- Ten equal payments, from August 1 through May 1
 - Add lunch
- Twelve equal payments, from June 1 through May 1
 - Add Lunch

Payment Methods

St. Mary's Catholic School is pleased to offer you a convenient online method to set up a payment plan;

1. Go to ParentsWeb to set up online payments, one-time or recurring payment plans. Please log into FACTS Family Online (online.factsmgt.com) and click on Register to get started.

Withdrawal

In the event that a student withdrawal from St. Mary's School during the school year, a partial refund of paid tuition only may be made. Registration deposit will not be refunded. Unpaid tuition is due prior to withdrawal.

Enrollment Requirements

The following documents are required to complete your child's registration.

- | | |
|---------|---|
| Initial | If your child is enrolling in St. Mary's School for the first time in the 3K, 4K or Kindergarten you will need to present immunization records*, birth certificate, social security card and a baptismal record if the child is Catholic. Registration is NOT complete and a child may be denied attendance if these records are missing or incomplete. |
| Initial | If your child is transferring from another school, we must receive all transfer records before full acceptance is granted. If the child is transferring from a non-accredited school, the child will take the school achievement test to determine placement in a grade. |
| Initial | The registration deposit is payable at the time of registration and is non-refundable. |

*It is the policy of the Archdiocese of San Antonio that immunizations are required; affidavits of objection based on reason of conscience are not acceptable.

Safe Environment & Sexual Harassment Training

It is Archdiocesan policy that all volunteers have an up to date criminal background check and safe environment training certificates on file. The criminal background checks automatically renew, but the Safe Environment and Sexual Harassment certificates expire after three years.

Below is the link to help walk you through the Safe Environment & Sexual Harassment workshop modules.

Registration: <https://www.virtusonline.org/virtus/>

- First-time Registrant
- Begin the registration process
 - San Antonio, TX (Archdiocese)
- Create a User ID and password
- Complete registration information
 - Primary location-St. Mary's School
- Watch videos

Once complete, please print or email your certificates to Christine in the front office at cduecker@stmarysmail.com.

The Criminal Background Check must also be completed. It takes 5 days to complete the background check, so make sure you get those returned in a timely manner. More copies can be printed from our website or located in the school front office.

These two items are required to participate in any school activities (field trips, class parties, etc), so it is vital that we have your information and that it is up to date. If there are others (grandparents, etc) that volunteer at St. Mary's, please forward this information on to them.

Parent-School Agreement

I request that St. Mary's School enroll my child. I agree to comply with the policies set forth in the St. Mary's Parent/Student Handbook. I agree to be responsible for the timely and regular payment of tuition based on the payment schedule I have chosen. I understand the school may withhold exams and grade reports until all payments are made. I also understand that my child will not be eligible to participate in extracurricular activities if my balance is not current.

I am aware that my child must take required physical examinations-vision, hearing, height, weight, lice, scoliosis and acanthosis nigricans. My child will receive all state mandated immunizations when they become due.

I authorize a representative of St. Mary's School to refer and/or transport my child to a doctor in the event of an emergency or sudden illness, providing the primary or alternate person designated on page 1 cannot be reached.

I certify that I have read and understand all the provisions of this contract and agree to abide by all of its conditions.

Student Name: _____

Parent Signature: _____

Signed this _____ day of _____, 20 _____

Principal Signature: _____ Date: _____

St. Mary's Catholic School

2019-2020 Student Directory Information

I have read, and I agree to be governed by the rules, regulations and procedures that are outlined in the St. Mary's Parent/Student handbook. I understand that some rules may be amended during the year, and that I will be informed of those amendments before they are enforced.

Student Name: _____ Teacher/Grade: _____

Parent Name (printed): _____

Please check the appropriate boxes below.

I would like to have my family's name, address, and phone number listed in the school directory.

I do not give permission to list my family's name, address, and phone number in the school directory.

Parent Signature: _____ Date: _____

I give permission to have my child's picture used in news publications, advertising publications, and the school's web site.

I do not give permission to have my child's picture used in news publications, advertising publications, and the school's web site.

Parent Signature: _____ Date: _____

I give permission to release my phone number if it is requested by a third party.

I do not give permission to release my phone number to anyone.

Parent Signature: _____ Date: _____