



2310 E. Jefferson Blvd., South Bend, IN 46615-2610  
(574) 233-7169 Fax: (574) 233-7290  
www.school.stasb.org

### New Family Registration Checklist

**This form must be checked off and submitted with all documentation in one complete enrollment packet for each child.** Only complete enrollment packets will be accepted. Please write N/A next to any non-applicable documentation.

Step 1: Registration - Submit the following documents in one complete packet for each child:

- Enrollment Form (one for each child being enrolled)
- Pre-K Packet (only for Pre-K enrollments)
- Birth Certificate
- Immunization records
- Baptismal Certificate (if Catholic and Baptized at a parish other than St. Anthony)
- Disclosure and copies of any special education services previously received (IEP, ILP, ISP)
- Last 2 years cumulative report cards \*
- Complete standardized testing history (including ISTEP, IREAD-3, NWEA, Acuity, DIBELS) \*
- Discipline Report – ask for printout from previous school, or letter if not available \*
- Proof of Residency - current utility bill, telephone bill, tax return, bank statement, mortgage statement, rental/lease agreement, medical bill or other like information that provides a verifiable address.

\*Not required for Pre-K/Kindergarten enrollments

Step 2: Payment Plan Setup/Fee Payment

- Payment Plan - Enroll in FACTS Tuition Payment Plan at <https://online.factsmgt.com/signin/3FFKJ>. Must be completed at the time of registration for fee payment - \$150 per student or \$200 per family. Completion of this step is necessary before application will be processed.

\*\*\*\*\*

Placement Testing & Enrollment - Once the above steps are completed, you will be contacted to schedule placement testing. Once your child's placement testing scores and supporting documents are reviewed, we will notify you of enrollment acceptance at St. Anthony de Padua Catholic School. Upon enrollment acceptance, you will be notified of any assistance eligibility and further steps needed for that process.

Handbook Review – please review our school handbook at <https://school.stasb.org/handbook>

Withdrawal from Previous School - Upon enrollment acceptance, please contact child's previous school to withdraw them, so that we may request official records.

Tuition Assistance Applications for Grades K-8 (if applying)

St. Anthony School offers several forms of tuition assistance for grades K-8, including SGO Scholarships and Indiana School Choice. Scholarships to make a world-class Catholic education possible for all families. To apply for assistance:

- Indicate on your enrollment application that you are interested in receiving assistance.
- Complete a FACTS Grant & Aid online application to verify your household income at <https://online.factsmgt.com/signin/3FFKJ>, using the same login for the account created above for Payment Plan. Please note - there is a \$30 fee to apply.
- Complete and return a School Choice Scholarship Application Form attached to the enrollment application packet.

Pre-K Assistance is available through the CCDF program at <https://inchildcare.org/>

Welcome to St. Anthony School!