



## Parent Guide for Registration Procedures K-8

- **K-8 Registration Form** - filled out completely (one per child).
- **Create an account on our online Admissions Page** (this will enable you to receive important email communications prior to the start of school and throughout the school year)
- **Medical Packet** – Kindergarten only – to be submitted no later than first day of school.
- **Immunization Records** – All immunizations must be up to date.
- **Birth Certificate Copy** -Kindergarten students must be 5 years old by September 1<sup>st</sup>.
- **Pastor Verification Form** (one per family – if Catholic).
- **Baptismal Certificate** (if Catholic).
- **Request for Records Form** - If your child has attended another school prior to Divine Mercy Academy, please have their records transferred.
- **FACTS Tuition Account** - Tuition rates are fixed in early spring. You must set up a tuition account at <https://online.factsmgt.com/signin/3MR9B>.
- **Financial Aid** - You must apply online through FACTS <https://www.diopitt.org/affordable>.
- **Registration Acceptance Form** (one per family).
- **Registration Fee - \$100 per family (non-refundable)** Registration fee is due at the time of your registration. This fee secures your child's place at Divine Mercy Academy. Please make checks payable to "**Divine Mercy Academy**".
- **Transportation** - Contact the public school district where you reside to inform them that your child will be attending Divine Mercy Academy and complete the required paperwork.
- **Custody Order** - If there is a custody order for your child, it is imperative that we know the particulars and that a copy is kept in the school office for your child's protection.
- **Questions:** We are always available to help you in this process. Simply call the school office at 412-372-7255.

**Forms may be found on our school website: [www.dmapgh.org](http://www.dmapgh.org)**

**Please note that all students are accepted on a 90-day probationary period.**