



Notre Dame Academy

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Website: <https://ndapalpark.org/>

New Student Registration Check List

Dear Family:

Thank you for choosing Notre Dame Academy as you and your child's second home! We are thrilled your family is joining ours. In an effort to make the registration process as easy as possible, please see the below check list of items that must be completed before your child can start school in September.

Thank you and welcome to the family!

- [Completed application form online](#)
 - The new online application portal through PowerSchool and the Archdiocese is meant to replace the need to bring in any hard copy documents to the main office. Before starting the application there are a number of documents you should have on hand to upload. Those include
 - Child's Birth Certificate and/or passport
 - Immunization and Universal Health Records
 - No child will be admitted in September without complete medical records on file. No exceptions
 - For transfer students for grades 3 and up: Your child's last 2 years reports cards
 - Please visit the school website ndapalpark.org and under the Admissions tab click "[Apply Now!](#)" to complete the online application.
- [\\$200 registration to be paid online](#)
 - Once you have been officially admitted to Notre Dame, the \$200 registration fee holds your child's spot. From the school website navigate to the Parent Portal tab and then under online payments click Buy Now Links. The first link on the next page titled "[21-22 Registration Fee](#)" is where you pay your registration fee.
- [Smart Tuition Account Creation](#)
 - All tuition is collected via Smart Tuition. You will receive a link from our office to create your account.
- Parishioner Form (if you are part of any Newark Archdiocese Parish)
- Records Release form filled out (for transfer students)
- Balance of Fees Paid & Tuition Contract Completed (in Spring)