



Parent Guide for Registration Procedures

- Fill out the registration form completely.
- Bring into school a copy of the child's birth certificate. For Kindergarten, your child must be 5 years old by September 1st.
- Bring in Baptismal Certificate (if Catholic).
- All immunizations must be up-to-date. Bring in record of immunizations.
- 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.
- If your child has attended another school prior to St. Raphael School, please have their records transferred. You may request a copy of records be sent to St. Raphael School at your prior school's office.
- Busing is available in most areas. Please let the office know if you require busing.
- A \$100.00 registration fee is due at the time of your registration.
- Tuition rates are fixed in early spring. There are two ways to pay tuition. You may pay in one lump sum or in 10 payments through SMART tuition. You must enroll in SMART if you choose not to pay in one lump sum.
- Financial assistance is available. You must apply online through FACTS www.factsmgt.com. Even if you think you might not qualify it is best to still apply. Please apply early because there are deadlines.
- Please note that we are always available to help you in this process. Simply call the school office at 412-661-3100.