

Dear Parents,

It is that time of year again! Registration for the 2019-2020 school year will be from February 4th to February 15th. For your convenience, we have attached the registration packets. Packets are also available on our school website under the "Admissions" tab. If your child will not be returning for the 2019-2020 school year, please complete and turn in the appropriate Student Exit Request Form (elementary student or high school student).

Please see the reminders below.

- Check or Money Order Only (Only one check is needed unless paying for incomplete service hours)
- Forms should be complete/signed with a check attached.
- Forms will not be accepted unless accompanied by all required forms.
- Signed service hour sheets are due at this time. Payment for incomplete service hours requires a separate check, which is due at this time. (\$50 per incomplete hour)
- You must be up-to-date on all school fees in order for your registration to be accepted.
- For continuing students, please note that there is a check box for you to indicate if there have been changes to your personal information that we currently have in our system.
- When necessary, an updated immunization record should be sent to the office.

We appreciate your cooperation,

Sacred Heart Administration