

ENROLLMENT CHECK LIST FOR ADMISSION, 2019-2020

Note: Registration for the 2019-20 school year will be coordinated through the **school administration office** (not the parish business office).

- Complete and turn in *Application for Admission*.
- Pay Registration Fee.
- Complete On-Line *FACTS Grants and Aid Assessment*. (If applicable)
- Complete and turn in *FACTS Automatic Tuition Payment Agreement*. **(REQUIRED)**

Financial assistance requests cannot be processed until above is complete.

Complete and turn in:

- Student Emergency Card* (*new card is needed every year*)
- Immunization Records* (*existing student(s) parents need to update as needed*)
- Student's Birth Certificate* (*new students*)

*Note: students may not attend classes without submitting the previous, completed, forms.

NEW FAMILIES ONLY

- Meet with the Principal or designated teacher.
- Placement Testing

All forms must be turned in *before* your student can be accepted.

No tuition assistance or scholarships will be granted until all paperwork, forms, and registration fees have been completed and submitted to the School Administration Office.