



## NEW FAMILY REGISTRATION CHECKLIST

As a student of St. James the Apostle School, the following forms are required. Please use this list as a guideline to insure all items are completed on the front & back sides. Please return to Mrs. Guthrie to complete the enrollment process.

- \_\_\_ 2020-2021 Registration Form -Preschool (yellow) and/ or Kind. – 8<sup>th</sup> (green)
- \_\_\_ \$200.00 Registration Fee (cash or check accepted)
- \_\_\_ Diocesan Student Information Sheet (white)
- \_\_\_ Family Health & Emergency Form (blue)
- \_\_\_ Official Birth Certificate- (required one time, due at initial registration for all students).
- \_\_\_ Baptismal Certificate- (required one time, due at initial registration for all applicable students).
- \_\_\_ FACTS Agreement –signed (orange)

### **\*\*\*REMINDERS\*\*\***

- **Health Requirements**– Review enclosed Health Requirement form (blue) and make necessary appointments to avoid delinquent medical requirements and exclusion from sports program. All Health requirements are due by the first day of attendance.
- **School Speak** – Create your profile and account- Please be thorough when providing profile info. There is an option available to allow admin access only, if needed. New families will be emailed a log-in code via: the e-mail address you provide on your registration form.
- **FACTS Account**- on-line tuition payment program –Create Account within 1 week of your registration using the following:

<https://online.factsmgt.com/signin/41J8S>

- Please read the School Office Reminders (pink and on School Speak) and the Uniform Policy (on School Speak)

**\*\*Information for the upcoming school year will be made available in School Speak as it is available.**

**\*\*School Supply Lists will be available in School Speak at the end of June along with forms required for the next school year.**