



# 2022-2023 REGISTRATION

## Kindergarten – 8<sup>th</sup> Grade

\*NEW FAMILIES - REGISTRATION OPENS: 2/7/22\*

**FAMILY NAME:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_ **CITY:** \_\_\_\_\_ **ZIP CODE:** \_\_\_\_\_

1	Child's First and Last Name:	Gender:	Date of Birth: mm/dd/yy	Grade Level for <u>2022-2023</u> <i>Please Circle</i>
				K 1 2 3 4 5 6 7 8
				K 1 2 3 4 5 6 7 8

**\*\*Junior High Enrollment will be permitted at the discretion of the Principal.**

**2** \_\_\_\_\_ We anticipate applying for financial assistance for the 2022-2023 academic year

**3** \_\_\_\_\_ We are registered parishioners of **St. James the Apostle Parish**

\_\_\_\_\_ We are parishioners of \_\_\_\_\_ Parish\*

\_\_\_\_\_ We are not Catholic\*

\*Non-St. James Parishioners will receive an \$850.00 non-parishioner fee included in their tuition annually\*

**4** We reside in Public School District # \_\_\_\_\_

**CONTACT INFORMATION:**  
*Please Print Clearly*

**5** **Mother/ Guardian Name:** \_\_\_\_\_ **Contact Number** \_\_\_\_\_

E-mail address: \_\_\_\_\_

**Father/ Guardian Name:** \_\_\_\_\_ **Contact Number** \_\_\_\_\_

E-mail address: \_\_\_\_\_

## Registration for Enrollment AGREEMENT:

Upon enrollment:

- SCHOOL SPEAK:
  - My email address will be added to the School Speak portal by school administration
  - It is my responsibility to provide the information requested online for my Family profile on School Speak.
  - It is my responsibility to login to School Speak on a regular basis for my students' grade information and school announcements.
- TUITION:
  - All tuition payments & fees are collected through an on-line service called FACTS.  
<https://online.factsmgt.com/signin/41J8S>
  - I will create my profile and personal payment plan on FACTS for tuition payment within 2 weeks of enrollment. Registration into this website is required for enrollment to be complete.
  - Delinquency or non-payment of tuition according to your payment plan poses a risk or delay to my child(ren)s attendance
- RECORDS RELEASE:
  - It is my responsibility to provide a Records Release form to the previous school attended, if applicable. (1st-8th Grade)

6

Your signature below indicates your understanding:

\_\_\_\_\_

Parent/ Guardian Signature

\_\_\_\_\_

Date

### Registration will not be considered for Enrollment without the following:

1. This Registration form - complete with all requested information.
2. State/ County issued Birth Certificate- NEW families only
3. Baptismal Certificate - as applicable for NEW families
4. Non-refundable Registration Fee of **\$200.00 per K-8 Family** -checks payable to St. James the Apostle  
(For accounting purposes, Preschool Registration fee must be a separate check)

**Notification of enrollment status will be provided within 3 weeks of registration**

**\*Please file the School Procedure / Tuition Schedule for reference to detailed information\***

Let us know if you were referred by a St. James the Apostle Family: \_\_\_\_\_

### Office Use Only:

Date Received: \_\_\_\_\_ Reg. Amt. Enclosed: \$ 200.00 Ck# \_\_\_\_\_ Received by: \_\_\_\_\_

\_\_\_\_\_ FACTS Reg. \_\_\_\_\_ Birth Cert. \_\_\_\_\_ Baptism Cert.