



St. Anne Catholic School

FAITH, SERVICE, COMMUNITY, & EXCELLENCE IN EDUCATION

NEW STUDENT REGISTRATION

Dear Parents,

Thank you for your interest in St. Anne Catholic School. Because educational choice will impact your child for a lifetime, selecting a school is a major decision and not one to be taken lightly. Enclosed is registration paperwork for the 2017-2018 school year. Please return your completed registration documents as soon as possible to best ensure your child's placement. **Copies of the following documents and certificates are required to register a child at St. Anne Catholic School. We must have these on file in order to complete your child's registration:**

Registration form (please complete all blanks and use NA where not applicable)

Birth certificate (issued by the Department of Health)

Up-to-date immunization certification from your physician or public health office.

Please find enclosed for your convenience an Immunization Checklist that states the required immunizations for the various grade levels. All mandatory immunizations must be documented on a signed and dated form from your physician. Your student will not be allowed to attend classes until we have received this record.

Catholic Baptismal Certificate (Catholic families only)

Parish Certification form (Catholic families only): Parish membership must be verified by your pastor. Please complete and return the enclosed **Certification Form**, and we will forward it to your pastor for certification. If you are not certified by your pastor, you will be charged at the non-Catholic rate.

Previous school records: If your child is transferring from another school, you will find an enclosed form that gives your child's current school permission to forward cumulative school records to us.

Also enclosed in the registration packet are the following informational documents that will assist you in the enrollment process:

Policy statement regarding Admission of New Students

Diocese of Beaumont Intervention Protocol Parent Letter

Tuition Schedule: FACTS Management Company determines the tuition category into which each family will be placed, collects all tuition payments, and manages all fees. This allows certified Catholics to pay tuition according to income categories listed on our tuition scale. All families except for non-Catholic and income category 7 receive a **discounted tuition or "Grant & Aid" from the school.** Catholic families unable to pay the Category 7 tuition **MUST** apply for "Grant & Aid" through FACTS. **Tuition assistance is not offered at the pre-kindergarten levels or to our non-Catholic students.**

FACTS Tuition Management information: Enclosed you will find FACTS information explaining how to enroll and make tuition payments. Everyone **MUST** enroll in FACTS, and you will have a choice to pay in full or pay monthly installments through automatic bank drafts.

Thank you for choosing St. Anne Catholic School. If you have any questions, please call Julie Strassburger at (409) 832-5939, or e-mail her at jstrassburger@sasbmt.com.

Sincerely,

Alison Kiker
Principal

Enclosures

Complete?	CHECKLIST OF REQUIRED DOCUMENTS:
	Completed registration form
	Copy of birth certificate (Health Department)
	Copy of immunization/health records
	Copy of Baptismal certificate (if Catholic)
	Parish certification form (if Catholic)
	Signed request for transfer-of-records form
	Copy of most recent standardized test scores
	Copy of last report card or transcript
	New family fee of \$300* (one-time fee)
	Registration fee of \$335** (non-refundable)

*Registration Fee (\$335 per child)

and

*New Family Fee (\$300) must be mailed in with registration papers and required documentation.

*Curriculum Fee (\$180) must be paid through your FACTS account.

To pay by check, please mail or bring in your forms to the school office during normal business hours of 7:30 am to 3:30 pm, Monday-Friday. Checks are to be made payable to St. Anne Catholic School.