



Connecting Children with their Future!

March 3, 2010

If you do not have internet access available please contact the school office to make different arrangements.

You will need to have the following information available in order to complete the re-enrollment process:

- Student medical information: medications, allergies, doctor, dentist/orthodontist info., history
- Medical insurance information: company name, policy #, phone number

A few things to know before you begin the enrollment process:

- Regardless of your tuition payment arrangements, the enrollment deadline for returning students is April 2, 2010.
- All assistance requests **must go** through FACTS Tuition Aid (www.factstuitionaid.com). Your 2009 tax returns are required to complete the assistance process. The deadline for tuition assistance applications is April 15th.
- **No** money is required at the time of enrollment.
- Enrollment fees may be made in multiple payments but **MUST** be paid in full by June 3, 2010. After June 3 there will be a late fee assessed.
- When the on-line submitted forms are received by the school office you will receive confirmation via e-mail.

Enrollment directions:

1. Go to www.ApostlesSJ.org/School
2. On the right side of the screen, click on **Re-Enrollment**.
3. Complete the **Registration & Emergency Form** as well as the **Additional Requirements** section and enter submit (required for all. One per family).
4. Complete the **Medical History Form** (New and required. One is required for each student). Enter submit.
5. Complete the **Parent/Student Consent Form** and enter submit.
6. Complete the optional **Piano Program Form** for students in 3rd to 8th grade desiring to take piano lessons. (One form is required for each student).
7. If you did not order a supply kit please print the appropriate **supply list/s**.
8. If your child is on any regular medication/s a **Medication Form** is required.
9. If new to Apostles and enrolling in 1st thru 8th grade, please also complete a **Release of Records Form**.
10. If new to Apostles and enrolling in K1 or K2 please also submit a copy of your child's immunizations at the time of enrollment.

Should you have any questions regarding the re-enrollment process please contact the school office.