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PHASE TWO OF THE REGISTRATION PROCESS CHECKLIST FOR THE 2019-2020 SCHOOL YEAR

*THIS PHASE MUST BE COMPLETED TO BE CONSIDERED
OFFICIALLY REGISTERED AT ST. RITA SCHOOL*

- The school Learning Coordinator will be in contact to schedule new student assessments in the areas of math and reading.
- When visiting the school for the new student assessment, please **bring with you** copies of the following documents:
 - Birth certificate
 - Immunization certificate
 - Baptismal certificate
 - Report cards from previous school
 - Specialized instruction records (IEP, 504 plans - if applicable)
 - English language proficiency test scores (ACCESS or WIDA Screener – if applicable)
 - Standardized testing results (KPREP, Terra Nova, etc. – if applicable)
- Fill out *RELEASE OF RECORDS* - this will be provided at the time of the new student assessment.
- Fill out *AUTHORIZATION FOR AUTOMATIC BANK DEDUCTION* form – this will be provided at the time of the new student assessment.

PLEASE NOTE: If you have applied for tuition assistance, award letters will not be mailed out until early summer. However, we need the Automatic Bank Deduction form to be completed at the time of the new student assessment. The form allows the school office to establish your account per how many children you have enrolled and when your payment will be deducted. Once you receive your tuition award letter, that amount will be applied to your annual tuition. The remaining balance will then be divided into 10 monthly automatic bank deduction payments, beginning August through May.

ONCE THESE STEPS HAVE BEEN COMPLETED, ST. RITA SCHOOL WILL CONTACT YOU
TO BEGIN PHASE THREE OF THE REGISTRATION PROCESS.

PLEASE CONTACT THE SCHOOL OFFICE AT 502-969-7067 IF YOU HAVE ANY QUESTIONS
