



Holy Trinity Catholic School

Re- Enrollment Policy and Checklist

2017-2018



Financial Obligations

Enrollment for all students at Holy Trinity Catholic School is contingent on all financial obligations being met. Failure to satisfy financial obligations may result in the space(s) being reserved for your child(ren) being given to a child(ren) on a waiting list. See the Tuition and Fees Agreement for more details.

Enrollment Periods

Holy Trinity Catholic School has two enrollment periods – a Priority Enrollment Period open to existing students and their siblings, followed by an Open Enrollment Period which is open to all new applicants.

1. **Priority Enrollment Period** - The Priority Enrollment period is open exclusively to existing students and their siblings. It affords current school families the opportunity to submit their completed applications for processing prior to the Open Enrollment period in order to secure the student(s) space(s) for next year. This year's Priority Enrollment period extends until February 24, 2017.
2. **Open Enrollment Period** - The Open Enrollment period is open to everyone - both new and existing families. All applications received during this period will be processed in the order in which they are received. The Open Enrollment Period begins February 25, 2017 and extends through the beginning of the upcoming school year.

Note: During Open Enrollment, if multiple applications are received on the same day for a grade that fills that day, preference will be given to existing Holy Trinity students and their siblings.

Enrollment Process

All existing students in grades Preschool-7 (and students in grade 8 with younger siblings, upon request) will have an Admissions Packet emailed to them with the necessary instructions and forms required to enroll in Holy Trinity Catholic School for the coming school year. If a paper registration packet is needed please contact the office and one will be provided to you. **All applicants must complete and submit the entire packet and submit all items referenced in the checklist on the reverse side to the school office for their application to be processed. Families submitting incomplete applications will be notified of any outstanding items and your application will not be processed. All completed applications will be reviewed and processed. Any item not signed and dated is deemed to be not received. ** All new students are admitted to Holy Trinity School on provisional basis for the first 30 days of the school year.**

Returning Students

Upon review, if everything is satisfactory and there is space remaining in the grade(s) being applied for, all returning student(s) listed on the Admissions Application will be **Officially Accepted** and their space(s) will be secured for the next school year.

Note: Existing preschool students who are applying to Kindergarten for the first time will follow the application process outlined in the *New Students* section since you are new to K-8 and will need to submit additional paperwork.

New Students (*siblings registering with Holy Trinity School for the first time*)

Upon review, if everything is satisfactory and there is space remaining in the grade(s) being applied for, all new students listed on the Admissions Application will be **Officially Accepted** contingent on **the submission of the following additional items before the start of the new school year** (the necessary instructions and forms will be sent home):

- Health History form (*K-8 only*)
- Current Physical Examination form (*K-8 only*)
- Current Dental Examination form (*K-8 only*)
- Request for Student records form (*for students who have attended another school previously*)
- Baptismal Certificate (*if Catholic K-8 only*)
- Birth Certificate (*new students*)
- Current Immunization records (*new preschool only*)

Wait List Should any applicants apply for enrollment in a class that has already filled for next year they will automatically be placed on a wait list and notified if an opening becomes available.

Registration Checklist

Current School Families K-8th

Registering your child for Holy Trinity School is simple. To guide you, we have provided this checklist to ensure you have provided us with the necessary information and completed all of the required forms.

All K-8th re-applicants:

- Admissions Application Form- *signed and dated*
- Tuition & Fees Worksheet- *signed and dated*
- Tuition & Fees Agreement- *signed and dated*
- Emergency Form- *signed and dated*
- Evaluation/Medical form (if you checked the box on the application)
- Pastor Verification Form- *need every year*
(For all Catholic families who are not members of Holy Trinity Parish)
- Remit the appropriate non-refundable registration fee
(\$50 per family for K-8 who apply on or before February 24, 2017 and \$75 per family for those that apply after February 24, 2017, and \$75 per family for preschool \$125 max per family for those who apply on or before February 24, 2017 or \$150 max per family for those that apply after February 24, 2017)

**** SMART Tuition participants please note:**
Families who are currently enrolled with SMART Tuition will receive an email with instructions for reviewing and/or updating their information online for the coming year. If you are already enrolled with SMART Tuition you will automatically be re-enrolled for the coming year using the information currently on file unless you update your information online or contact the school office by the date requested.

If you are not currently enrolled with SMART Tuition and would like to be, please got to our website at www.holytrinityrobinson.org and click on the link to register. Submit confirmation page to the school

New K-8 applicants only (registering sibling for the first time K-8):

- Baptismal Certificate (*if Catholic; if baptized at Holy Trinity please inform the office*)
- Birth Certificate
- Health History Form

Current families registering a new preschool student:

- Birth certificate
- Most Current Immunization Records (give the school updated Immunization Records as they become available)

*Mail or drop off the completed forms and requested information along with the application fee to:

Holy Trinity Catholic School
5720 Steubenville Pike
McKees Rocks, PA 15136