

# New Student Application Process Checklist

## I. ACADEMIC ACCEPTANCE



### Step 1: The Tour

Please call the school office to schedule a personalized tour with our school principal, Mr. John Foreman. The tour will take approximately one hour and will be an opportunity to sit down and discuss the school and answer any questions you have, this will be followed by a tour of the classrooms and campus.



### Step 2: The Visitation Day

After the tour, schedule a day for your child to spend at St. Ann School.

Following the day, there will be a brief meeting with Mr. Foreman and some of the teaching staff.

- Bring a copy of academic records and report cards the day of the visitation



### Step 3: The Acceptance

Shortly after the visitation day, an acceptance letter and Enrollment Contract will be sent to you. After returning the Enrollment Contract with the \$150 enrollment fee the Academic Enrollment process is complete

- ✓ Return completed Enrollment Contract
- ✓ Enclose \$150 enrollment fee
- Send Birth Certificate (before August)
- Send official immunization record from pediatrician's office (before August)
- Send Catholic Baptismal Record (if applicable; before August)



## II. FINANCIAL ENROLLMENT

- **Step 4:**  
Return enclosed St. Ann School Tuition Agreement
- **Step 5:**  
Return the Subsidy Application; if applying for participating rate from a Catholic parish. If not Catholic and/or not applying for the participating rate – skip to Step 6
- **Step 6:**  
You will receive a FACTS Tuition Invoice in the mail. Follow instructions on the FACTS Invoice to go online and finish your Financial Enrollment.

**You are now officially a St. Ann parent!**