

**New Family Registration Checklist
2018-2019 School Year**

- March 31- Registration due to school office:
 - Completed New Student Application (1 per child) in preschool-eighth grades.
 - Completed and signed contract- Checks to St. John the Baptist School for those paying fees now. Registration fee for preschool after care due with contract.
 - Completed Parish Pledge card for 2018 for those who are registered active* members of St. John the Baptist Parish in grades K-8.
 - Completed Out of Parish Subsidy Form for those who are registered in another parish without an elementary school in grades K-8 (this will make you eligible for the in-parish tuition rate).
 - Completed Records Release form.
 - Copy of student's baptismal certificate (if applicable).
 - Copy of student's State Certified birth certificate.
 - Complete and submit the Oregon Department of Health form with current immunizations.

*Active members of St. John the Baptist:

School families, **registered** in St John the Baptist Parish and who financially support and actively participate in parish and school activities receive a tuition reduction from the full cost to educate each student. As a condition for receiving this subsidy from the Parish, the following is expected of those school families:

- Regular Sunday Mass attendance at St. John the Baptist Catholic Church.
- Regular tithing using either your pre-printed church offering envelopes, online bill pay or Parish Pay (electronic tithing) *and* completed yearly pledge due at registration.
- Willing and ready participants in Parish and School activities and fundraising, including but not limited to:
 - A. Reporting and completing SHARE hours (see back of contract)
 - B. Parish and School projects and events
 - C. Purchasing SCRIP (see back of contract)

**Tuition Assistance Timeline
2018-2019 School Year**

- January 2018- Begin Application Process
- March 31- Deadline for on-line applications with FACTS:
<https://online.factsmgt.com/signin/3GK9W>
- May 2018- The school will note in a letter to families the amount of the award from the Archdiocese and/or the amount of the award from the school.

NOTES:

Families may apply for tuition assistance after March 31st, but will miss the Archdiocese awards that are given to Catholic families who apply with FACTS after this date.