

St. Luke Catholic School New Registration Procedure!!

In an effort to complete the yearly registration process in more efficient, smooth, and timely manner, the St. Luke administration and office staff will implement a new registration process this January. The following information explains the process.

<u>Date</u>	<u>Last Name (beginning w/)</u>	<u>Registration Time</u>	<u>Place</u>
Tuesday, January 24	A – G	3:30 – 6:30 p.m.	Parish Hall
Wednesday, January 25	H – P	3:30 – 6:30 p.m.	Parish Hall
Thursday, January 26	Q – Z	3:30 – 6:30 p.m.	Parish Hall

It is important that you register your child on the above dates; as an incentive, children of parents who register on their designated day will be given a civvies day. However, if you are unable to complete your registration on your allotted day you may do so on any of the other two days. After Thursday, January 26, registration will be closed.

Please read each station explanation. You will receive a checklist with each station listed when you arrive at registration. The checklist must be signed off on at each station when completed. **Stations 2 – 5 may be completed in any order.**

Station #1 Sign In: Parents will sign in and receive their child's registration packet and checklist.

Station #2 Registration Form: Any corrections to your child's registration sheet such as address change, phone number, etc. should be done at this time. An email address will be requested to be added to the registration form.

Station #3 Registration Fee: Your registration fee will be due in full.

Station #4 SMART Tuition: Parents will complete the SMART Tuition form and attach a voided check. Parent will sign Tuition Contract. In/Out-of-parish will be verified.

Station #5 Fundraising Agreement: Fundraising Agreement will be signed.

Station #6: Final Clearance: You will turn in your checklist. Your child will not be considered registered if the checklist is missing any signatures.

This process should take no more than 20 minutes. It is the hope of St. Luke that this procedure will allow us to provide consistent and fair registration for all. We are grateful for your understanding and patience as we implement this new process to achieve more complete and accurate registration information.

Please call Mrs. Dora Calderon at 434-2011 ext. 126 if you have any questions regarding registration.