



St. John Catholic School

REGISTRATION PROCESS CHECK-LIST

1. **Fill out and return the Diocesan Registration Card.** Please be as thorough as possible.
2. **Make sure you send all documentation requested on the document checklist.** (Ordinarily students in grades lower than second have no standardized tests, so mark *n/a*). *For parents of incoming Kindergarten students: It is recommended that for your own information you have readiness screening for your child. This is available throughout the community at various times. If you do not get it done elsewhere, our school counselor will schedule screening here at St. Johns.*
3. The **Transfer Student Information Form** must be filled out for all transfer students coming from other schools.
4. For new registrants seeking the Catholic grant rate, the **Parish Participation Grant Application** must be completed, signed by your pastor, and returned to the school.
5. **Application for Financial Assistance.** Get the Grant and Aid Application form from the office. Send it in, with required documentation. Processing takes 3-4 weeks. Once the needs assessment is complete and the company notifies us, we begin processing grants. We anticipate sending notification by April 1st. People who apply later will be considered for later grants, if funds are available.

Forms not included in this packet. Pick up in school office or call to have them mailed to you.

- Transfer Student Information Form
- Grant and Aid Application
- Extended Care Registration and Information