



V. J. E!

Our Lady of Mount Carmel Parish School

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"Where Faith Makes the Difference in Education"

2019-2020

Registration Requirements for New Students

Welcome to Our Lady of Mount Carmel School! On behalf of the faculty, administration and staff we like to thank you for choosing Our Lady of Mount Carmel School as the foundation for your child's future.

Once the packet is complete, please contact the school office to schedule a registration appointment. Registration will not be accepted if the packet is incomplete and/or missing any documents. In addition, all new incoming students must schedule an appointment to meet with the principal before registration is accepted for the upcoming school year.

The following forms must be fully completed and submitted upon registration for New, *Early Childhood or Kindergarten students*:

- _____ Student Enrollment Form
- _____ Agreement of School Policies Form
- _____ Family Tuition Worksheet/Tuition Payment Preference Form
- _____ FACTS Automatic Tuition Payment Agreement Form w/attached voided check or savings account information or electronic enrollment.
- _____ Health Examination Form signed & dated by physician – due by August 1st
- _____ Student Assessment Form
- _____ Emergency Medical Authorization Form – one per child
- _____ Physical Education Authorization – one per child
- _____ Media, Photo & Roster Release Consent Form
- _____ Information Regarding Legal Custody
- _____ Acceptable Use Policy
- _____ Pre-K Authorization Pick-Up and/or Student Dismissal Authorization – KG-8th Grade
- _____ Authorization for Record Release – KG-8th grade
- _____ Permanent Record Card

In addition, the following documents must be submitted upon registration,

- _____ Copy of birth certificate.
- _____ Current immunization record.
- _____ A certified copy of any shared parenting plans or any child custody or legal guardian information. The entire court document must include the pages bearing the case number and the page bearing the judge's signature and court seal, if applicable.
- _____ Copy of last report card for students in Kindergarten -8th grade.
- _____ Copy of **complete** school transcript and state test scores for students in Kindergarten – 8th grade.
- _____ Copy of psychological assessment, evaluations, IEP, IIP, MFE, (multi-factored evaluations) or other special education reports, if applicable.
- _____ Letter from previous school stating that any tuition and fees owed to the school are paid in full, if applicable
- _____ Copy of Baptismal certificate, Penance certificate, First Communion certificate and Confirmation certificate, if applicable.
- _____ Notice of Child Care Placement and Payment Letter, if applicable
- _____ **Registration Fee: \$150.00, 1st child; \$75.00 each additional child.**
Technology Fee: \$25.00 per child