

Registration Information

St. Mary Elementary School will conduct kindergarten registration and registration for those new to the school in grades 1 – 8 between Monday, February 23 – Friday, February 27, 2009.

Children who will be five years old by August 31, 2009 will be eligible for kindergarten for the 2009/2010 school year. St. Mary's offers a full day kindergarten program Monday through Friday.

To register for kindergarten, parents or guardians should bring their child's birth certificate, baptismal certificate, social security card (optional), immunization record and, if applicable, custody papers to the school at the time of registration. Kindergarten screening at St. Mary's will take place on Thursday, April 30 and Friday, May 1, 2009 in the St. Mary Spirit Center. There will also be an Open Visitation for students and their parents interested in attending kindergarten at St. Mary's on Wednesday, February 18th between 9:00 – 10:30 a.m. and 12:15 – 2:00 p.m. Please call our school office (740-654-1632) if you plan on attending the Visitation on or before Tuesday, February 17th.

Those registering as new students in grades 1 – 8 will need copies of the student's current report card and results of achievement testing or proficiency testing in addition to the items mentioned above for kindergarten registration. There is a \$100.00 non-refundable registration fee due at the time of registration that will be applied toward the student's tuition.

All parents who choose to pay tuition on a monthly basis will be required to complete and return a FACTS form that will identify financial need so that possible tuition assistance can be given either through the diocese or locally. FACTS forms can be obtained in our school office when school is in session. Deadline for returning the FACTS form is March 15, 2009.

Registration for those entering kindergarten and students who will be new to St. Mary's in grades 1 – 8 will take place the week of February 23-27. Registration for those currently in grades K – 7 will take place between March 2-13. Further information will be sent home in a week or so.

Due in part to the fact that we live in uncertain economic times and are aware that a number of our parents have experienced job loss and that others may experience job loss in the future, we would like to be able to identify financial need and be better able to assist families identified for such need during the 2009/2010 school year. After meeting with members of our parish Finance Committee, and with my approval, we will be requiring **all** families who anticipate making monthly payments during the 2009/2010 school year to complete and return by mail the F.A.C.T.S form and supporting documentation. F.A.C.T.S is a grant and aid assessment organization that determines need based on information shared by the applicant. Once need is identified, a person may qualify for either diocesan or local tuition assistance or both. In order to complete the registration process, all families who pay tuition on a monthly basis will need to complete and return the F.A.C.T.S form postmarked by Sunday, March 15, 2009. All supporting documentation must be sent in with the form. This includes either a 2007 or 2008 IRS

Federal Form 1040, 1040A or 1040 EZ U.S. Individual Income Tax Return, including supporting tax Schedules C, E, F. There is a \$20.00 application fee. We will receive verification from our Office of Catholic Schools when a family has returned the F.A.C.T.S form and later who is eligible for financial assistance from either the diocese or locally.

The above information does not apply to those families who will be paying tuition for the entire school year on or before July 1, 2009. Those families will continue to receive a 10% discount. If a family chooses to pay their tuition in full by July 1, 2009 and, for some reason or other change their mind and become monthly payers, they will be required to complete the F.A.C.T.S form at that time. They will not be eligible for diocesan tuition assistance after the March 15, 2009 deadline but will be eligible for local assistance.

F.A.C.T.S forms can be obtained in our school office when school is in session between 7:30 a.m. – 3:45 p.m.

If you have questions, please call the school office at 740-654-1632.

Thursday Thoughts
February 12, 2009
Carlton Rider
Principal

I would like to take this opportunity to clarify information that was sent to you last week in our Thursday folder and posted on our website concerning the FACTS form.

In order to give the diocese an economic profile of our area to assess financial need, our parish finance committee requested that all families making monthly tuition payments complete the FACTS form. As stated in my previous letter, once need is identified, a family may qualify for diocesan or local assistance or both. It is important that you understand that FACTS is an independent third party that evaluates each application and, based on information provided, determines financial need for that family. Once a determination has been made, that information is sent to the diocesan Office of Catholic Schools in Columbus, which then forwards the amount of identified need to the building principal. All personal financial information shared on the FACTS form is kept in strict confidence by the FACTS organization and the Office of Catholic Schools. No financial information is shared with our Catholic community. The only information shared with me is the actual need that has been identified by FACTS.

As stated in my previous letter, those who choose to pay in full their tuition on or before July 1st are not required to submit a FACTS form. Those who make monthly payments and feel that they do not have a financial need are **NOT** required to submit a FACTS form. This is a change from what was stated in the letter dated January 28, 2009

and posted on our website under registration information. Those families whose payment records indicate financial challenges will be required by our parish finance committee to complete a FACTS form for potential diocesan or local tuition assistance.

I hope that this addresses any concerns or questions that you may have had regarding the FACTS form.