

St. Rosalie School
New Student Registration Information
2012-2013

Beginning Tuesday, January 31, 2012 we are offering “early registration” for Preppie and Pre-K students only. Please contact the school office at 341-4342 to inquire. If you have two children to register and one is a Preppie or Pre-K and the other child(ren) are in grades K through 8th, you may register the Preppie and Pre-K student early and then must follow the directions below to register the older siblings.

Open registration for all new students will be held on Monday, February 27, 2012 in the Elementary Cafetorium. All parents should come to St. Rosalie Elementary School Cafetorium between 8:30 A.M. and 9:00 A.M.

THERE IS NO ADVANTAGE TO ARRIVING EARLY OR STANDING IN LINE OVERNIGHT. THEREFORE, PLEASE DO THE FOLLOWING:

Do not stand in line overnight, as acceptance is not based on a first-come, first-serve basis. As long as you are in the cafetorium before 9:00 A.M., you will be a part of the registration process.

Do not arrive before 8:10 A.M., as you will not be able to park due to our morning drop off procedures for our present students.

You must provide the school with all necessary documentation (listed on the back of this page) for the registration process. The registration process will be as follows:

- Parent or legal guardian must attend registration because of the necessary paperwork that must be signed.
- All parents in line between 8:30 A.M. and 9:00 A.M. will receive a card that they will fill out with some essential information.
- The completed cards will be put in a barrel.
- At 9:00 A.M., the principal will briefly explain the registration process and then begin to randomly draw the cards. Registration packets will be pre-numbered and distributed in the order that the cards are drawn. (A family with more than one child will receive the appropriate number of packets when their card is drawn.)
- Any person coming after 9:00 A.M. will receive a registration packet to complete. These packets will be placed behind the pre-numbered packets for acceptance purposes.
- Once all applications are collected, they will then be placed into the priority categories for admission. (See categories listed on the back of this page.)
- Completed registration packets will then be reviewed to begin accepting students for the upcoming school year. Packets that are missing any documentation will not be reviewed and will be placed at the end of the review process if space is still available.
- Once packets are reviewed, parents will be contacted by the end of the week regarding their child’s acceptance status.
- **Copies of the current year’s final report card (students entering grades 1-8) and standardized test scores for the current year (students entering grades 4-8) are due in the school office no later than Monday, June 4, 2012.** Final acceptance is based on the child’s final report card of the current school year. Failure to provide this report card may result in the loss of the child’s place for the upcoming school year.

IT IS THE RESPONSIBILITY OF THE PARENT TO SUPPLY THE SCHOOL OFFICE WITH A COPY OF THIS FINAL REPORT CARD.

PRIORITIES FOR NEW STUDENT ADMISSION TO ST. ROSALIE SCHOOL

SUPPORTING CATHOLICS

1. Parishioners of St. Rosalie Parish living within the boundaries of the parish.
2. Parishioners of St. Rosalie Parish living outside the boundaries of the parish.
3. Parishioners of Infant Jesus, St. Martha, and St. John Bosco.
4. Parishioners of other parishes.

NOTE: Parishioners are Catholic families who are registered with the church parish and are using the church envelope system based on the parish's guidelines. If we are unable to verify your church support through your parish, you will be placed in the non-supporting category.

IMPORTANT NOTE: To be considered Catholic, the child must be baptized Catholic before registration.

NON-SUPPORTING CATHOLICS

Catholic families that are not registered with a parish and are not using the envelope system. Please note that non-supporting families living within the boundaries of St. Rosalie Parish will have priority for acceptance over families living outside the parish boundaries.

IMPORTANT NOTE: To be considered Catholic, the child must be baptized Catholic before registration.

NON-CATHOLICS

All families who are non-Catholics

St. Rosalie School admits students of any race, color, national, and ethnic origin to all the rights, privileges, programs, and activities. Race, color, national and ethnic origin is not a basis in the administration of educational policies, admissions policies, athletic and other school-administered programs.

Please see important information on the back of this page!

INFORMATION NEEDED AT TIME OF REGISTRATION

Please bring the following documents. Administration will review all documents and they will be kept on file if the child is accepted.

1. **ORIGINAL PLUS ONE COPY: Birth Certificate. (The original will be given back at the time of registration and we will keep the copy.)**
2. **COPIES of the following:** Baptismal Certificate (if Catholic)
Immunization Record (up to date and signed by a doctor)
Parent's State Driver's License
Child's Social Security Card

NOTE: The child must have been baptized Catholic prior to registration in order to receive Catholic tuition rates.

3. **If you are considered a supporting Catholic, you must have your church envelope number.**
4. **Children applying for grades 1 – 8 must have COPIES of ALL of his/her final report cards from kindergarten until the current school year. (This must include a copy of the most recent report card of the current school year.)**
5. **Children applying for grades 1-8 must have a copy of ALL of his/her standardized test scores from previous school(s).**

REGISTRATION FEE - The following fees which are set by the Archdiocese of New Orleans are due at registration time, and are **non-refundable**.

\$165.00 for 1 child (\$150.00 for each additional child)

(\$315.00 for 2 children / \$465.00 for 3 children/ \$615.00 for 4 children)

NOTE: Make all checks payable to St. Rosalie School.

***Exception:** *If space is not available and your child is not accepted, your registration fee will be refunded. This is the **ONLY EXCEPTION** in which the registration fee will be refunded.*

SCHOOL SUPPLY DAY

School Supply day will be held during August. Please see annual calendar for dates. These calendars will be available on our school web site at www.strosalieschool.net or in the school office during the last week of May.

Attend School Supply day for the following:

Purchase St. Rosalie backpacks (mandatory for grades 1-8)

Purchase/Order P.E. uniforms – not sold through J&L (mandatory for grades 1-8)

Purchase assignments pads (mandatory for grades 3-8)

Pre-paid school supply packages **MUST** be picked up.

Purchase St. Rosalie pencil cases and art bags (Check your child's school supply list.)

Bus routes will be posted. (Bus transportation is not available for Preppie and Pre-K.)

Date of first day of school will be posted.

Class rosters will be posted.

TUITION PAYMENTS

Please be aware of the delinquent policy that was put into effect by the school board. Anyone not paying their tuition by the deadlines listed below will be assessed an additional percentage rate on their outstanding tuition balance:

- 1 to 30 calendar days late - \$50.00 late fee plus a 5% fee
- 31 to 60 calendar days late - \$50.00 late fee plus a 7% fee
- After 60 calendar days - \$50.00 late fee plus a 10% fee

CASH TUITION PAYMENTS: If you are paying your child's tuition in cash, the total amount must be submitted to the financial secretary by 2:30 P.M. on or before Friday, May 4, 2012. Anyone paying in cash after this deadline must pay a **\$50.00 late fee in addition to the delinquent percentage fee** as stated in the tuition delinquent policy.

BANK FINANCING: If space is available and your child is accepted in St. Rosalie School, your tuition may be financed through *First Bank and Trust*. If you are financing your child's tuition through *First Bank and Trust*, you **MUST** process your tuition loan online through First Bank and Trust by midnight on May 4, 2012 in order to avoid late fees and delinquent fees. We will not have a Bank Night – all loans must be financed on the Internet. **More information regarding this will be sent out at a later date.**

Internet loan processing deadline- Midnight on Friday, May 4, 2012

IMPORTANT NOTE – Anyone who does not finance their loan on line by midnight on Friday, May 4, 2012 and would like to finance a loan through First Bank and Trust must pay a \$50.00 late fee in addition to the delinquent percentage fee, as stated in the tuition delinquent policy. The \$50.00 late fee must be paid in cash to the financial secretary before your on line loan will be activated. The loan activation date is used to determine all tuition delinquent fees.

IMPORTANT NOTE: **You may not begin processing loans for the 2012/2013 school year until all unique ID numbers are put into the bank computer system. Further information will be sent out when you will be able to begin processing your loans.**

Visit our school web site at: www.strosalieschool.net

Thank you for your interest in St. Rosalie School. If we can be of further assistance, or if you have any questions, please feel free to call the school office at 341-4342.