

APPLICATION PROCEDURES FOR NEW FAMILIES

St. Joseph Catholic School

SY 2018-2019

Open Registration @ School: February 10, 2018, 8-10 am

Online: January 28, 2018

General: St. Joseph Catholic School will accept applications for all new students and families using the following plan.

Procedures: During this application period, new families will complete an online application and pay the \$425 application fee for each student. Application fees will be refunded for families that cannot be accommodated.

Families must provide (1) birth certificate (official, not hospital), (2) baptismal certificate, and (3) immunization record.

Within ten days after applying, the following items must be turned into the office or uploaded on the RenWeb site for students entering Grade 1-8: (1) school records, (2) new student information sheet, and (3) Fort Worth Diocesan school exit form if necessary. Forms for number 1 and 2 will be provided by the school. Form number 3 must be obtained from your current school office. We will tell you if it is needed.

When the online application is received, the registration process begins when a slot becomes available and is offered. Students will be accepted on a first come, first served basis using the following school placement priority:

1. Children of faculty members;
2. Siblings of returning students;
3. Siblings of alumni; (graduate of 8th grade)
4. Children of alumni; (graduate of 8th grade)
5. Children living with guardians who have SJCS alumni
6. Children of registered families of our seven founding parishes who do not have a child or children in any other grade of the school;
7. Children of other Catholic families;
8. Children of non-Catholic families who share our values.

Age Requirements: The following age requirements are required for each grade level noted.

1. Pre-K students must be 4 years of age by September 1st of that school year.
2. Kindergarten students must be 5 years of age by September 1st of that school year.
3. First grade students must be 6 years of age by September 1st of that school year.

Parents will be contacted if SJCS can accommodate your child(ren). Students accommodated will be contacted to schedule an appointment for an informal screening. Students not accommodated will be contacted by the school office and placed on a wait list. This list will be retained and used to offer available class slots as they become available for the current school year.

The principal will retain and maintain the official waiting lists.

All student placement and interpretation of policy remains at the discretion of the principal.