

ST. LAURENTIUS SCHOOL ADMISSION POLICY & PROCEDURE

*General Admission and Enrollment Policy*

*St. Laurentius School admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. St. Laurentius School does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.*

1. Parents/guardians desire a Catholic education for their children.
2. Parents/guardians and children agree to cooperate and uphold the rules and regulations of the school.
3. Parents/guardians will pay the stated or agreed upon tuition fees.
4. Parents/guardians of non-Catholic students understand that their children will study the Catholic faith, receive a grade that is part of the total general average, and participate in all liturgies and prayer services.
5. All Pre-Kindergarten students must be four years of age by September 1
6. All kindergarten students must be five years of age by September 1
7. There is a non-refundable registration fee per child of $175 if paid between Jan 1 and Mar 31. Registration after March 31 is $200 per child.

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| **Documents Needed for Application**   1. Copy of birth certificate 2. Copy of baptismal certificate (if applicable) 3. Immunization records\* 4. Copy of student’s report card from previous school (students entering Grades 1-8) 5. Any testing (psychological, physical, learning disability, etc.) that has been done for the child. All information will be held in confidence.   \*Pennsylvania legislation requires that all children at any grade, Kindergarten through grade 12, show proof of immunization before they can attend school in the Commonwealth.  The following minimum immunizations are required at all grade levels:   * 4 doses of tetanus, diphtheria and acellular pertussis\* (1 dose on or after the 4th birthday) * 4 doses of polio (4th dose on or after 4th birthday and at least 6 months after previous dose given) * 2 doses of measles, mumps and rubella \*\* (given after 12 months) * 3 doses of hepatitis B * 2 doses of varicella (chickenpox- vaccine given after 12 months) or history of the disease   *\* Usually given as DTaP, DTP, DT, Td \*\* Usually given as MMR* |

*General Admission Procedure*

There are two steps to the registration process: **Application** and **Enrollment.**

* **Application**

1. To submit an online application, please visit: <https://www.stlaurentius.org/> and click ‘Apply Now’ in the upper right hand corner of your screen.
2. To begin the Online Application process, [Create an Account](https://sls-pa.client.renweb.com/oa/register.cfm?memberid=15279). Upon account creation, you will receive an email containing a verification link. Once your email address has been verified, log in to your account and **Create A New Student Application** for your child. You will then have the flexibility to log in and out of your account and access your open application.
3. A non-refundable fee of $25 must be submitted with each application.
4. Documents listed on the Document Upload tab may also be turned in at the school rather than attaching on-line.
5. After submitting the application, you will be able to track your admissions status at the school by logging in to your account.
6. Your application will be reviewed by the school. If your application is accepted, you will receive an email with a link to begin the enrollment process. Please be on the look out for this link as it sometimes gets caught in the spam folder.

* **Enrollment**

Here are a few reminders to help you complete your on-line documents:

1. **The Enrollment Document should be completed by a financially responsible parent/guardian**. **If this is not possible**, then the Enrollment Document may be completed by another family member, but **the financially responsible parent/guardian will need to come to the rectory and sign a tuition agreement in order for enrollment to be completed.**
2. Please **click “Save”** or “Save and Next” at the bottom of each page as you complete each section of the document.
3. On the left-hand side of your input screen, you will see a list of pages within the enrollment document. When all of the required fields are complete for a section, you will see a green circle with a white check mark for that section. If you see a yellow circle with an exclamation point, please click on the section and review that portion of the document. Fields with missing data will be highlighted with a yellow triangle making it easier for you to find the information that needs to be completed.
4. **Electronic signatures** are required for the Parent-Student Handbook, the Responsible Use of Technology form, Vacation Raffle Option Form and the completed Enrollment Document. Please click in the box that says that you agree to the school policies and click where it says “Check here for Signature”. Please type your name in the “Name” field and hit “Save” at the bottom of the page.
5. **After all sections of the document** have a green circle with a white check mark indicating that they **are complete**, **please click on the enrollment packet review tab at the bottom** of the list of pages. **Please review** the entire document to see if any changes need to be made. If changes are needed, please return to the original input screen to correct your information. Once you are satisfied with all of the information in the document, please scroll to the bottom of the screen and **click on submit**. The system will take you to a tab where you may complete payment of your registration fee on-line. **Registration is $175 per child until March 31. The Registration Fee for registration completed after March 31 will be $200 per child.** The system is designed to collect the registration fee at the end of the enrollment process.

We appreciate your interest and hope to assist you any way we can. If you have questions, please feel free to contact us at 215-423-8834.