



Inspiring Tomorrow's

Leaders



St. Louise de Marillac School | 310 McMurray Road, Upper St. Clair, PA 15241 | t: 412.835.0600 f: 412.835.2898 | www.stlouiseschoolpa.org

## Registration & Immunization Requirements

***The following are required for registration at St. Louise:***

- Birth Certificate
- Baptismal Certificate
- Immunization Record
- Emergency Form
- Memorandum of Understanding
- Textbook Card
- Tuition Management Form
- Registration Fee (\$50 for 1 child, \$75 for two children, \$100 for three or more)  
(Non-Refundable)

### ***Immunization Requirements***

Immunization records must be complete *before* any child may enter school. The immunization requirements are:

#### ALL GRADES:

- 4 doses of tetanus (1 dose after the 4<sup>th</sup> birthday); 3 doses if the series started after 7 years of age
- 4 doses of diphtheria (1 dose after the 4<sup>th</sup> birthday); 3 doses if the series started after 7 years of age
- 3 doses of polio
- 2 doses of measles
- 2 doses of mumps
- 1 dose of rubella
- 3 doses of hepatitis B
- 2 doses of varicella or a written statement from a physician/designee indicated the month and year of the disease or serologic proof of immunity.

#### GRADES 7 & 8

- 1 dose of tetanus/diphtheria/pertussis (Tdap)
- 1 dose of meningitis vaccine (MCV 4)
- Any other immunization required by the State of Pennsylvania and/or the Diocese of Pittsburgh

***Your child can not start school without meeting these mandated immunization requirements.***



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**CATHOLIC SCHOOL PARENTS MEMORANDUM OF UNDERSTANDING**

***As a parent/guardian of a student in a Catholic school, I understand, affirm, and support the following:***

1. The primary purpose of a Catholic school education is to form students in the values of Jesus Christ and the teaching of the Catholic Church.
2. Catholic schools are distinctive religious education institutions operated as programs of the Catholic Church; they are not private schools but are administered and supported by the sponsoring parish, the diocese, or religious community.
3. Attending a Catholic school is a privilege, not a right.
4. While academic excellence and involvement in extracurricular activity (i.e. sports, clubs, etc.) are important, fidelity to the Catholic identity of the school is the fundamental priority.
5. The school and its administration have the responsibility to ensure that Catholic values and moral integrity permeate every facet of the school's life and activity.
6. In all questions involving faith, morals, faith teaching, and Church law, the final determination rests with the diocesan bishop.

***As a parent/guardian desiring to enroll my child in a Catholic school, I accept this memorandum of understanding. I pledge support for the Catholic identity and mission of this school and by enrolling my child. I commit myself to uphold all the principles and policies that govern a Catholic school.***Signature:

Father:

Mother:

Guardian:

\_\_\_\_\_   
 Print name:

\_\_\_\_\_   
 Print name:

\_\_\_\_\_   
 Print name:

\_\_\_\_\_   
 Student/s Name/s (Print):

\_\_\_\_\_   
 Date:

*STL school registration requires completion of this form*



# St. Louise de Marillac Catholic School

## REGISTRATION FORM 2016-2107

Registration Date: \_\_\_\_\_

Student Name \_\_\_\_\_ M \_\_\_\_\_ F \_\_\_\_\_  
Last First Middle

Date and Place of Birth \_\_\_\_\_ Birth Certificate # \_\_\_\_\_

Father's Name \_\_\_\_\_ Mother's Name \_\_\_\_\_  
Last First Middle Last Maiden First

Home Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_

School District \_\_\_\_\_ Zip Code \_\_\_\_\_ Family E-mail: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Mom's Cell: \_\_\_\_\_ Dad's cell: \_\_\_\_\_

Religious Affiliation (Child) \_\_\_\_\_ Parish \_\_\_\_\_

Student Entering Grade \_\_\_\_\_ (Kindergarten Only) Half Day \_\_\_\_\_ Full Day \_\_\_\_\_

Last School Attended \_\_\_\_\_ Address \_\_\_\_\_

Last Pre-School Attended \_\_\_\_\_ Address \_\_\_\_\_ Yrs. 20\_\_ - \_\_\_\_

Please answer the following questions.

\_\_\_\_ YES \_\_\_\_ NO  
\_\_\_\_ YES \_\_\_\_ NO

My child has an I.E.P. (Individualized Education Plan)  
My child is eligible for an I.E.P.

(over)

**RECEPTION OF SACRAMENTS**

Baptism \_\_\_\_\_ Date \_\_\_\_\_  
Church Name Address City State Zip Code

Holy Eucharist \_\_\_\_\_ Date \_\_\_\_\_  
Church Name Address City State Zip Code

Confirmation \_\_\_\_\_ Date \_\_\_\_\_  
Church Name Address City State Zip Code

**PLEASE NOTE:**

The registration process is not complete until the following items have been completed and turned in to the school:

1. A non-refundable, non-applicable registration fee is received along with this completed Registration Form verifying all needed information. (Checks payable to St. Louise de Marillac School, \$50 for one child, \$75 for two, \$100 for 3 or more)
2. All tuition for the current school year is paid in full or current before registering for the next school year.
3. The Diocese of Pittsburgh ‘Catholic School Parents Memorandum of Understanding’ is signed and returned to the school.
4. Catholic families from a parish without a school must return a signed Pastor Verification Form to the school.
5. For a student transferring from another school, receipt of student’s academic and health records must be received.
6. All new students are on probation for the first semester of the academic school year.

\_\_\_\_\_  
-Parent Signature

Completion of the registration process and payment of registration fee do not assure acceptance of the student by the school.

*Revised 1/28/2014*



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### TUITION & FAMILY SHARE AGREEMENT

WHEREAS, St. Louise de Marillac Parish operates a parochial Elementary School and,  
WHEREAS, the undersigned parents/guardians desire their child/children to be enrolled in said school.  
NOW THEREFORE, with intent to be legally bound hereby, the parties agree as follows:

1. The school will accept \_\_\_\_\_  
as a student(s) for the 2016-2017 school year, subject to the school's rules and regulations regarding behavior and academic matters.
2. In exchange for the school's agreement to accept said child/children as a student(s), the parents/guardians agree to pay tuition in the amount of \$ \_\_\_\_\_ for the 2016- 2017 school year.

\_\_\_\_\_ I/We will pay in full by April 30, 2016.

\_\_\_\_\_ I/We agree to enroll in FACTS, our Tuition Management System for tuition payment (Payments are made monthly through April, 2017).

\_\_\_\_\_ I/We have included the non-refundable registration fee  
(\$50 for one child, \$75 for two, \$100 for three or more).

3. As further consideration, the parents/guardian agree to acquaint themselves with the requirements of the student/parent/guardian handbooks and mandatory participation in Fair Share.

\_\_\_\_\_ I/We will participate in the Fair Share Program. I/We understand that if our family does not reach our \$600 obligation, then the balance will be added to our tuition bill at the end of the year.

\_\_\_\_\_ I/We choose to opt out of the Fair Share Program by paying the full \$600.

4. The school agrees to maintain appropriate communication with parents/guardians by issuing quarterly statements regarding Fair Share.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Principal Signature

\_\_\_\_\_  
Date

Middle States Accredited School

*A culture of high achievement fostered in faith, knowledge, and discipline.*



## FACTS Tuition Management

Facts Tuition Management is the company used for the collection of our school tuition. **Every family MUST register with FACTS Management.** You may register by going to our school website – [stlouiseschoolpa.org](http://stlouiseschoolpa.org), and go to the Parents tab, and select Tuition Payment. You will be directed to the FACTS management website where you would register as a new user.

Registering with FACTS can begin on February 1, 2016. Our tuition payments run May through April. You may select monthly, quarterly, semi-annual or annual payments. There are no additional charges to you for payment installments, i.e., no interest charges. You may choose payment set-up from your Credit Card, Bank Account, or invoice. Facts will alert you of your payment due by e-mail, or invoice.

When creating a new account and have given the information noted above, your account will be in a pending file. An email noting this will come to the school office. The office will enter your tuition and activate your account. You will receive an email from FACTS Management when your account is activated along with your tuition payment schedule.

*If you choose to pay your tuition in full, and not register with FACTS, the tuition for the 2016-17 school year must be paid in full by April 30, 2016.*



## PUBLICITY RELEASE AUTHORIZATION

Permission is hereby granted to the Department for Catholic Schools of the Diocese of Pittsburgh, and **ST LOUISE DE MARILLAC SCHOOL** to use voice recordings, photographs, video, and quotations of:

\_\_\_\_\_  
Name of Participant

to assist in its community awareness, educational efforts, and related public relations purposes. In exchange for the opportunity to participate in the community awareness programs; educational efforts, and related publicity endeavors of the Department for Catholic Schools of the Diocese of Pittsburgh, I hereby agree to indemnify and hold harmless the Department for Catholic Schools of the Diocese of Pittsburgh, the Diocese of Pittsburgh, their agents, servants and employees from any and all claims, demands, and/or causes of action of whatever kind or nature arising from the use of voice recordings, photographs, video, and quotations.

I further agree that I waive any right to compensation, fee, or royalty for myself, my successors, heirs, or assigns for the production or use of the aforesaid materials.

Date: \_\_\_\_\_

\_\_\_\_\_  
Signature of Participant

\_\_\_\_\_  
Signature of Guardian/Parent if Minor

\_\_\_\_\_  
Relationship to Minor

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_