



## 2018-2019 Enrollment Checklist

We are so excited to begin the enrollment process for the 2018-2019 school year! To start, you will fill out an online *Intent to Enroll* form for your student(s). You will elect to enroll for summer session only (June 11-August 20), enroll for the 2018-2019 school year only (August 21-June 7), or enroll for both the summer session and the 2018-2019 school year. According to the enrollment schedule (below), you will receive an enrollment packet from the ASA Business Office when your intent form is processed. You can request this packet either in paper or electronic form.

### Enrollment Windows:

January 29-February 16	Returning students
February 17-March 2	New siblings
March 3-March 16	Parishioner new families
March 17	Open enrollment

\*\*\*Your *Intent to Enroll* form(s) will be processed according to the above schedule.

- Complete the *Intent to Enroll* form for each student you are enrolling (*one child per form*)

### Enrollment Checklist:

- Sign and return the Enrollment Agreement (one for each student enrolled)
- New Household Information online form (new families only)
- New Student Information online form (new families only)
- Enroll with Smart Tuition (all families)

\*\*\*You will not be enrolled until the Enrollment Agreement and above forms are received.  
You will receive a confirmation e-mail when your enrollment is completed.

The forms listed below may be completed and returned to the office as soon as possible:

- Parish Investment Request (K-8 only) - complete and turn in to your parish
- Concussion Acknowledgment form (*new students only*)
- Pesticide Notification form (all students)
- Media Relations Release (all students)
- Child Information Record (Early Childhood programs only)
- Health Appraisal (Early Childhood and Kindergarten)
- Student Health and Information Record (K-8th grade)
- Record Release (if applicable)

Please contact the office at (616)364-9453 with any questions during the enrollment process.