

St. Susanna Parish School

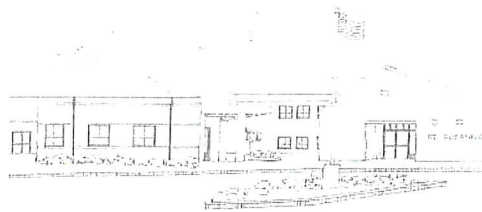
St. Susanna Parish School Application Checklist

Please read and review the following documents:

- Welcome Letter
- Admission Policy

Items to be completed and returned to the school office:

- ___ Registration form (filled out entirely)
- ___ Registration fee (\$100 for one student or \$150 for two or more – cash, check (made out to St. Susanna School) or through Online Giving portal on parish website (New Student Registration Fee)
- ___ Original birth certificate (a copy will be made at the school office)
- ___ Original baptismal certificate (only required if Catholic, a copy will be made in the school office)
- ___ Immunization records
- ___ Custody documents (if applicable)
- ___ Release of records
- ___ Kindergarten class request (if applicable)



SAINT SUSANNA SCHOOL
National Blue Ribbon School of Excellence

November 2023

Dear Prospective Parents,

Thank you for your interest in St. Susanna Parish School. We are tremendously proud of our accomplishments and we are excited about the possibility of your family joining our strong community of faith and learning. Our teachers and staff are committed to continuing our tradition of excellence by providing a quality Catholic education for all students. This is witnessed in our full accreditation with the OCSAA and our recognition as a National Blue Ribbon School of Excellence. We are driven by our mission to “work with the unique gifts of our students, empowering them to become Disciples of Christ and life-long learners”.

This packet contains registration information for students in kindergarten through 8th grade and outlines the policies and procedures regarding registration for the 2024-25 school year. In order to receive parishioner tuition rates, it is important to understand what it means to have **Active Parish Membership**.

Registration for 2024-25 school year begins Monday November 6th for current families and opens to new families on Tuesday, January 16 and continues through Friday, February 16. All registration forms and fees must be received by the registration deadline, (February 16, 2023) since some classes may reach a maximum class size. All forms can be dropped off any school day from 8:00 AM to 3:15 PM in the school office.

One completed registration form is needed for each student. Please ensure the items listed on the registration checklist are submitted to complete your registration. You will also need to submit a registration fee of \$100.00 for one student or \$150.00 for two or more students. The registration fee is non-refundable and can be made via cash, check (made payable to Saint Susanna School) or Online Giving portal on parish website (New Student Registration Fee).

Tuition rates for the 2024-25 school year have not yet been finalized.

Please take time to review all of the enclosed information. If you have any questions, please contact the school office at 513-398-3821 Ext. 3108.

Sincerely,

Mr. Dan Albrinck
Principal



Saint Susanna Parish School Registration Form 2024 - 2025



Please print legibly in blue or black ink. **ALL FIELDS MUST BE COMPLETED.** Registration must be accompanied with an official birth certificate, baptismal records (if applicable), and current immunization records.

Student Information

Legal Name of Student (as it appears on Birth Certificate)

(First) (Middle) (Last)

Home/Primary Phone _____ Nickname _____

Primary Email _____

Street Address _____

City _____ State _____ Zip _____

Date of Birth (mm/dd/yy) _____ Gender Male Female

Religion _____ Registered at which Parish? _____

Current Grade Level _____ Expected Grade Level for Fall 2024 _____

Ethnicity White/Non-Hispanic Black/Non-Hispanic Hispanic
 Asian or Pacific Islander American Indian/Alaskan Native Multi-Racial
 Not Specified

Birthplace (City & State) _____

Home Languages

What language does your child use most frequently at home? _____

What language do you speak most frequently to your child? _____

What language do the adults at home most often speak? _____

Public School District/Building of student's residence _____

School currently attending _____

If your child currently attends a preschool, please check here if you are opposed to Saint Susanna School contacting them.

Is this student presently suspended or expelled from another school district? Yes No

If Yes, name of School and District _____

Has the student ever been retained? Yes No If Yes, grade level retained _____

Name/City of previous school(s) and grade(s) attended

1. _____ Grade(s) _____

2. _____ Grade(s) _____

Special Services

Has your child received any of the following services?

ESL Gifted IEP/ISP Reading Specialist Math Specialist
 Speech/Language 504/Accommodation Plan

Sacraments Date Church City/State

Baptism _____

First Eucharist _____

Reconciliation _____

Family Information

Status of Parents Married Separated Divorced Never Married Mother Deceased Father Deceased

Are you the natural parents of the child? Yes No Are you the adoptive parents of the child? Yes No

If mother and father's addresses are different, who has legal custody of the child? _____

Parent/Guardian

Mr. Mrs. Ms. Miss Dr.

Name _____
(First) (Last)

Address (if different than student)

Street _____

City _____

State _____ Zip _____

Telephone Numbers Primary?

Home () _____

Work () _____ Ext. _____

Mobile () _____

Email Addresses Primary?

Home _____

Work _____

Religion _____

Relationship to student

Father Mother Legal Guardian

Stepfather Stepmother Other _____

Occupation _____

Employer _____

Please list siblings and expected entry date (month/year): _____

Please list the ministries at Saint Susanna Parish in which you have been active during the past year:

Saint Susanna Parish School admits students of any race, color, and national or ethnic origin. This school complies with The Decree on Child Protection which is promulgated by the Archbishop of Cincinnati. Our fingerprinting policy includes manual fingerprinting for employees and electronic background checks for all employees and volunteers.

Certain information requested is mandated under Senate ORC Bill 140 and Education Management Information System (Sections 3301-0714).

I, the undersigned, do hereby state and declare under penalty of falsification that I am the parent or legal guardian of the above named student and that this registration information is true and correct.

Signature of Parent/Guardian _____ Date _____

Additional Parents/Guardians (Optional)

Student Name _____



Parent/Guardian

Mr. Mrs. Ms. Miss Dr.

Name _____
(First) (Last)

Address (if different than student)

Street _____

City _____

State _____ Zip _____

Telephone Numbers Primary?

Home () _____

Work () _____ Ext. _____

Mobile () _____

Email Addresses Primary?

Home _____

Work _____

Religion _____

Relationship to student

Father Mother Legal Guardian
 Stepfather Stepmother Other _____

Occupation _____

Employer _____

Parent/Guardian

Mr. Mrs. Ms. Miss Dr.

Name _____
(First) (Last)

Address (if different than student)

Street _____

City _____

State _____ Zip _____

Telephone Numbers Primary?

Home () _____

Work () _____ Ext. _____

Mobile () _____

Email Addresses Primary?

Home _____

Work _____

Religion _____

Relationship to student

Father Mother Legal Guardian
 Stepfather Stepmother Other _____

Occupation _____

Employer _____

Please list the ministries at Saint Susanna Parish in which you have been active during the past year:

Other pertinent information:

Saint Susanna Parish School
500 Reading Road
Mason, OH 45040
Telephone: (513) 398-3821 ext. 3108
Fax: (513) 398-1657
Westfall@stsusanna.org

Archdiocese of Cincinnati
REQUEST FOR RELEASE OR TRANSFER OF SCHOOL RECORDS

I, _____ (Parent/Guardian/Adult Student) do hereby give my permission for pertinent school records of:

Name	Grade	Date of birth
_____	_____	_____
_____	_____	_____
_____	_____	_____

To be released by:

To be released to:

School _____

School: St. Susanna School

Address _____

Address: 500 Reading Road

Mason, OH 45040

Email/Fax # _____

Records released or transferred will include: all items listed below

specific items checked below

educational

psychiatric

medical

Psychological

Individual Education Plan

clinical

other (please specify)

By signing this request for transfer, I relieve the school, which the above named student was attending, of responsibility of notifying me the records are being transferred. This authorizes transfer of all school records in compliance with the Family Educational Rights and Privacy Act of 1974, and the ORC 3319.321.

Signature: Parent/Guardian/Adult Pupil

Date

Dan Albrinck

Principal



Saint Susanna School Kindergarten

2024-25

Saint Susanna School will offer two full day kindergarten classes of 25 each and one *flex day classroom of 25 students. For entry into all Kindergarten classes, we will be utilizing the Admission Policy with a focus on Active Parish Membership. Please bring the original Birth Certificate, a copy of the Baptism records, a copy of immunizations, and custody papers (if applicable).

Tuition for the 2024-254 school year has not been finalized; however, tuition will be comparable to Catholic School programs in the surrounding areas.

Family Name _____

Child's Name _____

Mark choices using 1 as first choice, and 2 as second choice.

_____ FULL DAY

_____ *FLEX DAY

*Flex day Kindergarten will allow parents to choose either full or half-day Kindergarten for their child during the first and second trimesters with the understanding that all Flex day Kindergarteners will be full day starting the third trimester. This scenario requires a minimum of 13 families choosing full day Kindergarten the first trimester.

ADMISSION POLICY 2024-25

Priority registration for attendance at Saint Susanna Parish School will be given to active members of Saint Susanna Parish. Active Parish Membership is defined as:

- REGULAR MASS ATTENDANCE AT SAINT SUSANNA CHURCH
- THE REGULAR USE OF STEWARDSHIP ENVELOPES BY THE FAMILY
- ACTIVE PARTICIPATION IN THE COMMUNITY LIFE AND MINISTRY OF SAINT SUSANNA PARISH IS CONSIDERED AN INTEGRAL PART OF ACTIVE PARISH MEMBERSHIP

Stewardship, as an expression of faith, is a sign of our gratitude and trust in God. It is the responsibility of the parents to teach stewardship to their children through the use of stewardship envelopes. Registered parish families are required to fulfill the expectations of Active Parish Membership to qualify for the parish tuition rate. Parents seeking tuition assistance must be actively involved in the parish and complete a Tuition Assistance Application for the next school year by March 31, or by another deadline as set by the Parish.

St. Susanna continues to support Catholic education because we believe it is an important way to invest in the future by passing on our Catholic faith. It is our way of assisting you in fulfilling the promise you made when you had your child baptized *...to be the first and best of teachers in the ways of the faith*. You, as a parishioner, are asking St. Susanna to assist you in providing for the education of your child (children). Because more parish resources are given to you and your family, more is expected of you. St. Susanna is asking you to demonstrate your commitment and involvement in the parish. You are invited to prayerfully and honestly ask yourself whether you are an active member of this faith community.

As a registered member of the parish, the following steps are intended to assist you in determining your eligibility for the parishioner rate of tuition.

Step 1 Jesus said: "I am the living bread that came down from heaven; if any one eats of this bread, they will live forever and ...abide in me, and I in them." (John 6: 51, 56) St. Thomas Aquinas called the Eucharist "the summit and perfection of all the spiritual life." Article 1389 of the Catholic Catechism states, "The Church obliges the faithful to participate at Holy Mass every Sunday and on Holy days of obligation." Although there will be occasions when you will not be able to attend mass at St. Susanna, it is reasonable to expect you will celebrate with us on a regular basis. Studies indicate that youth today reflect the relative religious laxity or commitment of their parents. A good predictor of what the religious and spiritual lives of our children will look like is what the religious and spiritual lives of their parents look like. The Catholic school can only support what you and your family are already doing...responding to God's love through full, conscious and active participation at Sunday mass.

Step 2 "As generous distributors of God's manifold grace, put your gifts at the service of one another, each in the measure you have received." (1 Peter 10) A precept of the Church is that we help provide for the material needs of the Church according to ability. We are all called to be good stewards and grateful believers. We have received much from the Lord and from our "first fruits" we need to

share our monetary resources and particular talents with the parish. Since every parishioner's child attending St. Susanna School receives a substantial reduction in the total cost of education, it is reasonable to expect that you will financially support the parish by placing your offering in the collection envelope when you attend Mass or by making your gift electronically.

Step 3 The Lord has given you particular talents or skills that could help build up His Kingdom at St. Susanna parish. You are invited to participate in a minimum of ONE Parish service activity. Saint John Paul II stated, "We are about a noble and authentic adventure. We belong to a Church that demands much of us but gives much. We need to appreciate that the Church we were baptized into is worthy of our time, efforts and sacrifice because through the Church we come to know and follow a personal, intimate and ever present God."

Admission Priority:

1. First registration priority will be given to all students who complete the current school year and whose families meet the **Active Parish Membership** criteria. Re-applicants will be reviewed for **Active Parish Membership** during the application process. All current tuition and fees must be up to date and met by March 1st. Parents must re-register students currently enrolled in Saint Susanna Parish School by the designated time to retain "first priority".
2. Second registration priority will be given to new students from families who currently have other children enrolled in Saint Susanna Parish School. The conditions of **Active Parish Membership** will apply.
3. Third registration priority will be given to new students who are current members of the Parish and have at least one sibling who graduated from Saint Susanna Parish School. Priority is determined according to the length and quality of active membership in the Parish as well as the conditions of **Active Parish Membership**.
4. Fourth registration priority will be given to new students who are current members of the Parish. Priority is determined according to the length and quality of active membership in the Parish as well as the conditions of **Active Parish Membership**.
5. Fifth registration priority will be given to new students whose families have returned to the area and the Parish following a move out-of-town. To qualify for this priority, one or more students within the families must have previously attended Saint Susanna Parish School. Priority is determined according to the length and quality of active membership in the Parish as well as the conditions of **Active Parish Membership**.
6. Sixth registration priority will be given to new students whose families have registered in Saint Susanna Parish following a move from out-of-town. To qualify for this priority, the families must provide evidence from their former parishes that they are "Parishioners in Good Standing." The Pastor will make the final determination as to whether or not the families qualify for this priority.

7. Seventh registration priority will be given to new students whose parents were alumni of Saint Susanna School.
8. Eighth registration priority will be given to local families newly registered in Saint Susanna Parish. These families (1) have not recently moved into the area from out-of-town, and (2) are newly registered in the Parish. The students will be admitted to the school at the full cost of tuition. In order to receive parishioner tuition status, the family will be required to:
 - a. Become active, participating members of the Parish according to "My Covenant with Saint Susanna Parish"
 - b. Pay the non-parishioner rate of tuition for the first six months.

After the first six monthly payments, an evaluation will take place to determine if the family has indeed met the **Active Parish Membership** requirements of Saint Susanna Parish. If the criteria for **Active Parish Membership** are met, then tuition will be prorated for the remainder of the school year based on the parishioner rate (i.e., the total tuition paid for the year will not exceed the parishioner rate of tuition).

9. Ninth registration priority will be given to new students who have a non-parishioner parent employed at Saint Susanna. They will be admitted to school at the full cost of tuition.
10. Tenth registration priority will be given to new, non-Catholic students from families who currently have other children enrolled in Saint Susanna Parish School or have a child who recently graduated from Saint Susanna Parish School. They will be admitted to school at the full cost of tuition.
11. Eleventh registration priority will be given to Catholic students who are members of another Parish and do not wish to register in Saint Susanna Parish. Priority is determined according to the number of years of participating membership at their Parish. They will be admitted to school at the full cost of tuition, with the exception of the Catholic churches that do not have schools. Saint Maximilian Kolbe Parish, Our Lady of Sorrows, The Community of the Good Shepherd, and Saint John the Evangelist Catholic Church parishioners will receive a \$500 tuition discount.
12. Twelfth registration priority will be given to new, non-Catholic students. They will be admitted to school at the full cost of tuition.

Saint Susanna Parish School admits students on a space availability basis as outlined above. Saint Susanna Parish School does not discriminate on the basis of race, color, sex, national or ethnic origin in administration of admission policies. The Pastor will make the final determination in all decisions regarding admission priority.

Saint Susanna School accepts children who qualify under the Ohio Department of Education and the Archdiocese of Cincinnati guidelines. For admission to kindergarten, children must be five years of age by September 30. Early placement in kindergarten will be considered after initial screening through the

local public school has been completed and the recommendations made in writing have been forwarded to Saint Susanna School.

Students expelled from private, public or parochial schools, or students seeking to repeat a grade level they have successfully completed the academic requirements for at a private, public or parochial school other than Saint Susanna School, shall not be considered for admission until they and their parent(s)/legal guardian(s) have met with the review committee. The review committee shall consist of the principal and an academic representative from Saint Susanna School. Other professionals/school officials from the student's previous school may be involved in the evaluation process. The parent(s)/legal guardian(s) shall be notified of the committee's decision in writing by the principal.

(Approved by the School Commission May 2021)