



January 2018

Dear Prospective Parent(s),

We are tremendously proud of the accomplishments of Saint Susanna School, and we are excited to have this opportunity to share information about our school. Our teachers and staff are committed to continuing our tradition of excellence by providing a quality Catholic education for our students. As evidence by being named A National Blue Ribbon School of Excellence, we are driven by our mission statement to “work with the unique gifts of our students, empowering them to become Disciples of Christ and life-long learners”.

This packet contains our registration information for students in kindergarten through 8<sup>th</sup> grade and outlines the policies and procedures regarding registration for the 2018-2019 school year. In order to receive parishioner tuition rates, it is important to understand what it means to have **Active Parish Membership**.

Registration for 2018-19 begins Tuesday, January 16 and continues through Thursday, February 15 any school day from 7:30 AM – 3:15PM in the school office. All registration forms and fees must be received in the school office by the registration deadline (February 15, 2018) since some classes may reach a maximum class size.

One completed registration form is needed for each student. Please bring an original birth certificate, copy of Baptism, copy of immunizations, and custody papers if applicable. (We will copy your paperwork and return the originals to you immediately.) 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, but the entire amount will be applied to next year’s tuition. Checks should be made payable to Saint Susanna School.

Tuition rates for the 2018-19 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 School Registration Form 2018 - 2019



Please print legibly in blue or black ink. Registration must be accompanied with original birth certificate and baptismal records (if applicable) and will be accepted in person in the school office 7:30am—3:30pm from January 16—February 15, 2018.

## Student Information

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

(First) \_\_\_\_\_ (Middle) \_\_\_\_\_ (Last) \_\_\_\_\_

Home/Primary Phone ( ) \_\_\_\_\_ Unlisted? ☐

Primary Email \_\_\_\_\_

Street Address \_\_\_\_\_

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

Date of Birth (mm/dd/yy) \_\_\_\_\_ Gender ☐ Male ☐ Female

Religion \_\_\_\_\_ Nickname \_\_\_\_\_

Current Grade Level \_\_\_\_\_ Expected Grade Level for Fall 2018 \_\_\_\_\_

**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 did your child speak when he/she first learned to talk? \_\_\_\_\_

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 \_\_\_\_\_

### 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:

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Other pertinent information: \_\_\_\_\_

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

(First) (Middle) (Last)

### 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 School Kindergarten

**2018-19**

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. **If you are registering an incoming Kindergartener**, please note that you must stop in the school office to complete a separate registration form for your child (new Kindergartener). Please bring the original Birth Certificate, a copy of the Baptism records, a copy of immunizations, and custody papers (if applicable).

Tuition for the 2018-19 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 Kindergarten students will be full day starting the third trimester. This scenario requires a minimum of 13 families choosing full day Kindergarten the first trimester.

Lakota and Mason offer mid-day busing according to their schedule. For questions or additional information regarding transportation, please call either Mason @ 398-5646 or Lakota @ 755-5821.



Please click on this link to apply online for tuition aid for Saint Susanna School for the 2018-2019 school year:

<https://online.factsmgt.com/signin/3XBV1>

# Catholic Education Foundation Tuition Assistance



Parents of Elementary School Children,

The Catholic Education Foundation is offering \$2 million of tuition assistance to families of elementary school students for the 2018-2019 school year. Families can apply for up to \$1,000 per student in needs-based tuition assistance.

The application period deadline is January 31, 2018.

If you have questions, please call Pam Jaspers at 513-421-3131, ext. 2713 or email [cef@catholicbestchoice.org](mailto:cef@catholicbestchoice.org).

Catholic Education - The Best Choice!



Learn more and apply at:  
[www.catholicbestchoice.org](http://www.catholicbestchoice.org)