



SAINT SUSANNA SCHOOL
National Blue Ribbon School of Excellence

January 2021

Dear Prospective Parent(s),

Thank you for your interest in St. Susanna School. We are tremendously proud of the accomplishments of St. Susanna School, 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 2021-22 school year. In order to receive parishioner tuition rates, it is important to understand what it means to have **Active Parish Membership**.

Registration for 2021-22 school year begins Monday, January 11 and continues through Friday, February 12 any school day from 8:00 AM – 3:15PM in the school office. All registration forms and fees must be received in the school office by the registration deadline (February 12, 2021) 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 Baptismal certificate, copy of current 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 2021-22 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,

A handwritten signature in cursive script that reads "Dan Albrinck".

Mr. Dan Albrinck

Principal



Saint Susanna School Registration Form 2021 - 2022



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 2021 _____

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:

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

2021-22

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 2021-22 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 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 @ 398-6682 or Lakota @ 755-5821.

Saint Susanna School
500 Reading Road
Mason, OH 45040
Telephone (513)398-3821 Ext. 3108
Fax (513) 398-1657
griffinc@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

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



Applying for Tuition Assistance at Saint Susanna School

Dear Parents:

Welcome to the Saint Susanna Parish School registration process for the 2021-2022 school year. We have tuition assistance funds available on a limited basis for families anticipating a need for financial help with the 2021-2022 tuition fees. Saint Susanna Parish School will utilize the independent firm, FACTS Grant & Aid Assessment (FACTS), to evaluate eligibility for tuition assistance funding. This same application process is used in all high schools in the Archdiocese and in many of the elementary schools.

To be considered for tuition assistance, applicants will apply online by accessing the FACTS link on the School's page on the St. Susanna Parish website. The following information will be required to complete the FACTS application process:

- Copies of the most recent Federal tax forms and supporting tax schedules.
- Copies of 2020 W-2 forms.
- Copies of all supporting documentation for Social Security Income, Workers' Compensation and all other income sources.

The online application must be completed by March 31, 2021. For those families who are also applying for tuition assistance at a high school in the Archdiocese of Cincinnati, please take care to follow that school's application deadlines which are different from ours at St. Susanna School.

Please note that FACTS holds all information which you submit in the strictest confidence. FACTS prepares only a summary report for the Pastor at Saint Susanna Parish to review with family names and the recommended tuition amount each family can reasonably be expected to pay based on the financial documents submitted with the application. Father Stechschulte will analyze the tuition assistance funds available and allocate those dollars to families who have qualified for tuition assistance based upon the FACTS data results.

Families who apply for tuition assistance must be Saint Susanna Parish registered parishioners for at least one year and must fulfill the expectations of active parish membership through attendance at Mass and promise to remain supportive of the Parish and School through their stewardship of time, talent, and treasure. (Each family must sign and return the St. Susanna Agreement Form [which will be mailed from the Parish Office with other 2021-2022 School Tuition documents], whether or not tuition assistance is requested or approved.)

We will notify all families of the results of the tuition assistance application process by May 31, 2021.

Respectfully,
Robert Keever
Business Manager
398-3821 x.3121

ADMISSION POLICY FOR ST. SUSANNA SCHOOL 2021-22

Active Parish Membership:

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:

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 AND 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.

***Please note: According to Archdiocesan Policy, Territorial boundaries are no longer in effect at Saint Susanna Parish School.

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 of 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).

8. Eighth 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.
9. Ninth registration priority will be given to new, non-Catholic students from families who currently have other children enrolled in St. 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.
10. Tenth 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.
11. Eleventh 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 St. 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 St. 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 August 2019)