



January 2019

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 8th grade and outlines the policies and procedures regarding registration for the 2019-20 school year. In order to receive parishioner tuition rates, it is important to understand what it means to have **Active Parish Membership**.

Registration for 2019-20 begins Monday, January 14 and continues through Thursday, February 14 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 14, 2019) 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 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 2019-20 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 2019 - 2020



Please print legibly in blue or black ink. 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 _____ St. Susanna Parishioner? Yes No

Current Grade Level _____ Expected Grade Level for Fall 2019 _____

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

2019-20

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 2019-20 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 @ 398-5646 or Lakota @ 755-5821.

ADMISSION POLICY

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: 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 St. 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 St. 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 St. 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 St. 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 St. 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 St. 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 St. 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 St. 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 St. 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 St. 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 St. 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 that 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 who have successfully completed the academic requirements of eighth grade 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 final decision shall be made by the principal. The parent(s)/legal guardian(s) shall be notified of the decision in writing.

(Approved by the School Commission March, 2018)