

2018-2019 REGISTRATION PROCESS TIME TABLE:

- **January 17th** – Open House for parents of all prospective new students entering pre-kindergarten and kindergarten.
- **January 17th** – Registration begins for all pre-kindergarten and kindergarten students.
- **January 22nd through February 2nd** – Registration of currently enrolled students and siblings entering 1st through 7th grade. **NOTE: Enrollment of new siblings (for grades 1-7) of currently enrolled students must be done in person in the school office from January 22nd through February 2nd beginning at 8:30 A.M. Note:** Incoming students must have the required documents. Please see the school's website (www.saintmm.org) for required documents. Registration of new families will take place on February 5th. New families are considered those families that do not have a child currently attending St. Margaret Mary School.
- **Very Important Notice:** Please note that the school administration will be making decisions regarding class sizes, number of sections, and groupings sometime after February 5th. Failure to register your child by the deadline dates may result in the student being placed on a waiting list.
- **February 5th** - Registration for new students will take place between 8:30 A.M. until 2:30 P.M. in the school office.
- **Registration Fees** are due with the Registration Form, and are non-refundable. Please note that your child will not be registered (and a space held) unless payment accompanies the Registration Form. Any Registration Form turned in to the School Office without payment will be returned to the parent.

Reminder: It is our school policy that the current year's tuition and fees balances must be up to date prior to being accepted for next year. Those who have balances may not register until accounts are current. If you have special circumstances which must delay your registration beyond the above-mentioned due date, you should contact our business manager, Lisa Suttles, immediately.

Registration Packet: The Registration Packet you are receiving with this letter includes an Application for Enrollment Form, Family Registration Form, Tuition and Fees Tables, and a Tuition Loan Program and Fee Summary. You must complete both forms before we can accept your child's registration. The Tuition and Fees Tables and Summary are provided so you may determine the level of financial commitment you will be expected to undertake.

Tuition Assistance: The need for financial assistance for our families continues to be significant. If your family is in need of assistance, please visit <https://online.factsmgt.com/signin/43YB3> . FACTS Management is a third-party company to assist us in the screening of tuition assistance requests and to aid us in determining financial need. You may submit an application to FACTS from February 1st until March 31st. In addition, there are other assistance opportunities that can be found on the Office of Catholic Schools' Website at www.nolacatholicschools.org/tuition-assistance.