

## ADMINISTRATION – GENERAL ADMISSION

St. Anne School does not discriminate on the basis of race, sex, creed, color, or national origin. All faiths are welcome. The school does not discriminate on the basis of disability, if with reasonable accommodations the student can meet the academic and behavioral requirements of the school.

### **KINDERGARTEN**

Children must be five years of age by October 15 of the year they enter Kindergarten. Registration packets are available in the school office.

### **GRADES 1-8**

If you are transferring from another school, please complete a Transfer of Records Request. This form is available in the school office. Registration packets are available in the school office. The registration form, state birth certificate, baptismal certificate, a record of the child's immunization dates, a copy of the student's latest report card, standardized test scores, IEP if applicable, and a non-refundable registration fee are required for registration.

An interview will be held with the Advancement Director and then the Principal.

Reading and Math placement tests will be given.

### **TRANSFER PROCEDURES**

When students are transferring to another school, the parents are asked to notify the office personnel. Please complete an exit survey. Upon request from the receiving school, the student's academic and health records will be forwarded to the receiving school.

### **TUITION**

The FACTS Tuition Management Program is used for collection of tuition. Parents/guardians can choose from among several monthly dates and a choice of convenient payment methods. Anyone requesting financial aid **MUST** complete the financial aid form. If you do not complete the form, aid cannot be given. Anyone unable to pay the tuition is asked to speak to the Principal or Pastor.

The tuition cost for each student averages approximately one-third of the total cost of education per student.