



*St. Mary of the Assumption Catholic School* ■ 611 Jennings Road ■ Van Wert, OH 45891

*Phone 419-238-5186 ■ Fax 419-238-5842 ■ [stmarysroyals.org](http://stmarysroyals.org)*

**Dear Parent(s)/Guardian(s),**

Thank you for taking the time to read about the many opportunities St. Mary's has to offer your child(ren). For your convenience, we have included a checklist of the documents we need from you in order to complete the registration process. Please send or bring these items to our school office if you intend to enroll your child(ren) at St. Mary's School.

1. Completed New Student Registration Form
2. Religious Education Form
3. Copy of Official Birth Certificate
4. Copy of Social Security Card
5. Copy of Immunization Records

\*Please see the current immunization requirements for the State of Ohio on the reverse of this letter. For your convenience, we have also included the Van Wert County Health Department Immunization Clinic Schedule.

A \$50.00 Registration and Supply Fee per child is due by May 19, 2017. This fee will not be refunded if you later choose not to have your child(ren) attend St. Mary of the Assumption Catholic School.

Your child(ren)'s education is a huge responsibility and we are pleased you have considered us to possibly help with this important task. If you have any further questions or would like to take a tour of our school, please contact the School Office at (419) 238-5186 or email Principal Metzger at [dmetzger@stmarysvanwert.com](mailto:dmetzger@stmarysvanwert.com).

Thank you and God bless,

Mr. Daniel Metzger  
Principal-Minister