

WELCOME TO THE HSCS FAMILY
**2022-2023 STUDENT
REGISTRATION**



2022-2023 New Student Registration Application

The registration process will be completed in two ways: the contract process through SchoolCues and additional form. Below is a checklist of items so you can keep track of what all needs to happen to have a permanent seat for next year.

- 1) We require a **birth certificate** to verify the student's birth date. Students entering:
 - a. Pre-Kindergarten must be four (4) years of age on or before the 15th of August of the enrolling year. Child must be toilet trained.
 - b. Kindergarten must be five (5) years of age on or before the 31st of August of the enrolling year.
- 2) In the SchoolCues, Update several items and fill out New Student Registration Contract:
 - a. Basic Student Information
 - b. Parent/Guardian Information
 - c. Tuition Contract 22-23
 - d. Student Health Inventory
 - e. Sacramental Preparation
 - f. Computer/Internet Use Agreement
 - g. Library/Field Trip Permission Form
 - h. 2022-2023 PIP-Parent Involvement Program
- 3) Additional enrollment documents are needed. Copies of these items can be brought to the main office, emailed to the office at hscsoffice@wyoming.com, or attached to the contract in SchoolCues:
 - a. Birth Certificate
 - b. Copy of Social Security Card
 - c. Immunization record or exemption status
 - d. Baptismal record (for Catholic students)
- 4) Safe environment and background check required through the Diocese of Cheyenne.
- 5) Pay Registration Fee according to number of children enrolling.

If you have filled out an admission inquiry form on our website, you will receive an email from SchoolCues that will take you to the contract to be filled out.

If you have not filled out an admission inquiry form on our website, you will need to do this so we can send you a contract.

HOLY SPIRIT CATHOLIC SCHOOL
REGISTRATION & TUITION RATES FOR 2022/2023 SCHOOL YEAR

REGISTRATION FEES:

Book Fees: \$180
Activity Fees: \$40
Technology Fee: \$20
Home & School Dues: \$10
Yearbook: \$25

ONE STUDENT: \$275

TWO STUDENTS: \$515

THREE STUDENTS: \$755

FOUR STUDENTS: \$945

The non-refundable registration fee must be paid with your application in order for us to hold a seat for your student for next year. This year you can make a down payment of \$150 at time of registration and then pay the remainder by the end of this school year (May 26, 2022). If you select to do the \$150 down payment, you will not be able to pay online.

TUITION PK-6TH

	<u>RATE</u>	<u>5% DISCOUNT*</u>	<u>3% DISCOUNT**</u>
ONE STUDENT:	\$3525	\$3350	\$3420
TWO STUDENTS:	\$5630	\$5350	\$5460
THREE STUDENTS:	\$7035	\$6685	\$6825
FOUR STUDENTS:	\$7600	\$7220	\$7375

*5% discount given if payment of entire tuition is received by September 1st of the new school year.

**3% discount if entire balance is paid ½ by September 1st and ½ by Jan. 5th. Discount given on 2nd half of payment.

Filling Out the Contract

1. You should receive an email from SchoolCues at the address you provided in your admission inquiry.
2. Click on the “RESPOND” button in the email or copy and paste the URL listed below this into your web browser.

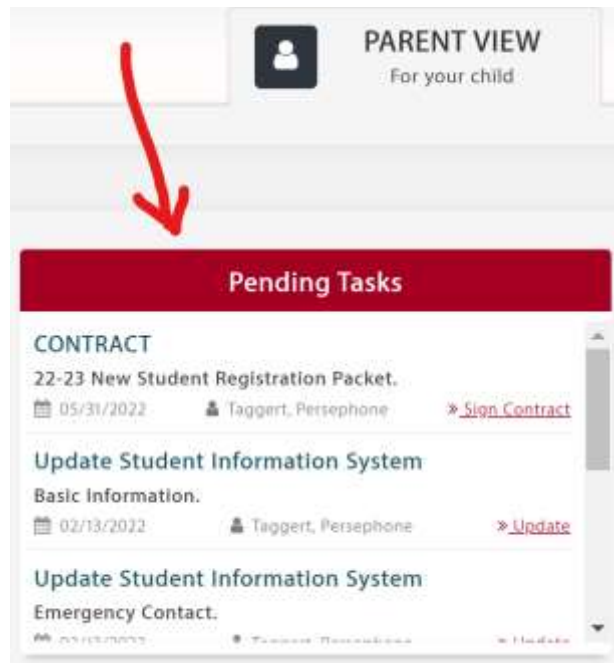


3. When you click “RESPOND,” you will be sent to the SchoolCues login page. At this page, you will need to click on the “NEW USER SIGN UP.”



4. On the next page, enter the Invitation code HSCSCUES (case sensitive).
5. Enter your e-mail address and password and confirm password.
6. Enter the verification code shown.
7. Accept the Terms and click on CREATE USER.
8. After your account is created, you will receive a confirmation e-mail from no-reply@schoolcues.com, with instructions to activate your account. Click on the link in the e-mail, this will activate your account.

9. After this you will be able to login using your e-mail as login id and password at <http://www.Schoolcues.com>.
10. Once logged in to your account, you will be in the Parent View. You will see the Contract and all School Information System Updates that need to happen under the “Pending Tasks” area.



11. You will be assigned the non-refundable registration fee in SchoolCues once the contract has been completed. This can be paid via SchoolCues (with a small finance charge added) or by bringing a check, cash or money order for the amount in to the school office.

THE CONTRACT AND NON-REFUNDABLE REGISTRATION FEE MUST BE PAID IN ORDER TO HAVE A SEAT RESERVED FOR NEXT YEAR.

If you have any problems, please do not hesitate to reach out to us.