

2022-2023

RETURNING STUDENT REGISTRATION



2022-2023 Registration Application

Current Families with Returning Students

The registration process will be done mostly through SchoolCues, including the registration fee payment if you wish. 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) Update current information in the Student Information System:
 - a. Basic Information
 - b. Emergency Contacts
 - c. Student Health
 - d. Parent Authorization
 - e. Miscellaneous Information
- 2) Fill out and sign Contract Documents:
 - a. Tuition Contract 2022-2023
 - b. Student Health Inventory
 - c. Computer/Internet Use Agreement
 - d. Sacramental Preparation
 - e. Library/Field Trip Permission Form
 - f. 2022-2023 PIP-Parent Involvement Program
- 3) Pay Registration Fee or at minimum \$150 down and the rest by the end of the current school year, May 26, 2022. The remaining can be rolled into tuition payments for the rest of this year if you are on a 10-month payment plan.

If you have a child who will be new to the school, please contact the school so we can get you the new enrollment packet through SchoolCues.

Please keep in mind that registration for current families opens on January 31, 2022. Returning families need to have this completed by February 13, 2022. On February 14th, we open enrollment to the public and any registration packets returned on this date or later will be considered on a first come first serve basis like new enrollments.

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

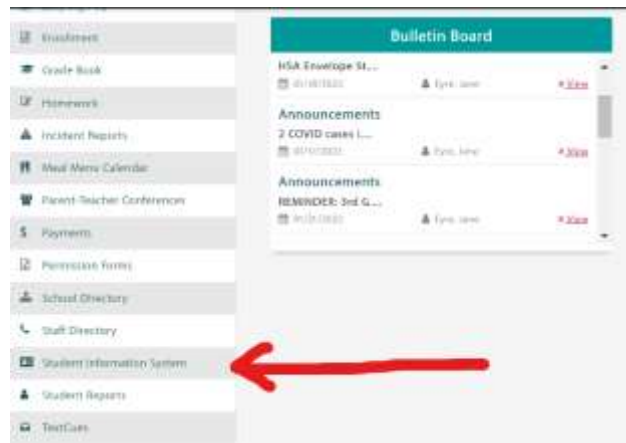
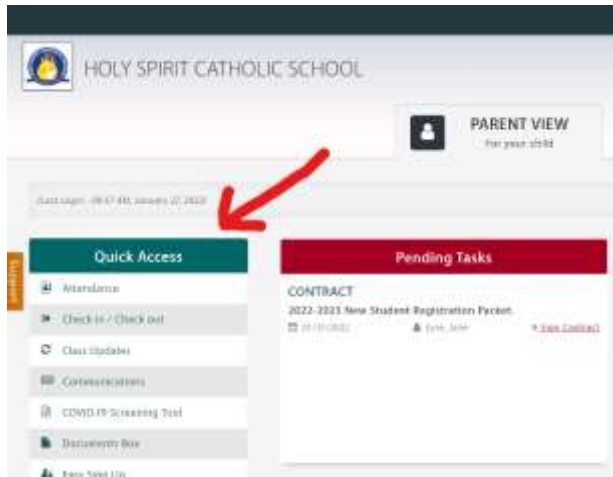
*5% discount given if payment of entire tuition is received by September 1st of the new school year.

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

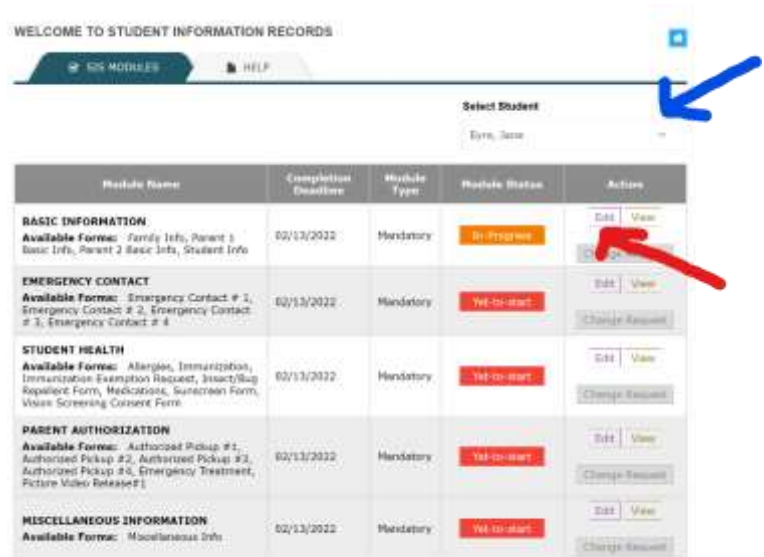
IT IS BEST TO COMPLETE THE ENROLLMENT PROCESS ON A COMPUTER AND NOT THROUGH THE APP OR ON A MOBILE DEVICE. IF YOU DO NOT HAVE A DESKTOP OR LAPTOP AVAILABLE AT HOME, PLEASE CONTACT THE SCHOOL AND WE WILL ARRANGE FOR YOU TO COME IN AND USE ONE OUR COMPUTERS IN THE COMPUTER LAB.

UPDATE CURRENT INFORMATION

1. Login to your SchoolCues account.
2. Under the “Quick Access” section, scroll down until you come to “Student Information System.” Click on this item.



3. On the next screen, you will see a list of modules that need to be reviewed, updated, and submitted.
4. To edit a module, click the “Edit” button under the “Action” Column. Please note that you have multiple students, you can select which student you are working with. Each student will need to have these modules completed. However, you will be able to copy information from student to student.



- Once in the “Edit” menu, you will see tabs across the top that will show you which areas will need to be filled in. Anything with an asterisk (*) is required. You will see that we have filled in some information. Please confirm that this information is correct and change anything that needs changed.

School Name: HOLY SPIRIT CATHOLIC SCHOOL Student ID: ST1000T

Student Name: EYRE, JANE Age: 19 YEARS 7 MONTHS 26 DAYS Grade/Class: HSCS_TEST

Basic Information
Important : Please remember to save your entry after completing the form.

Student Info Family Info Parent 1 Basic Info Parent 2 Basic Info Preview & Submit

Suffix: -- Select -- Gender*: Female Date of Birth*: 06/01/2002

LIVING ARRANGEMENTS

Child Lives With*: Both Parents

Are there any custody arrangements for your child?*

Yes No

* Required

BACK SAVE & RESUME LATER SAVE & CONTINUE

- After complete the information on a tab, please click “Save & Continue.” This will save the information and move you to the next tab. You do have the option to save your work and come back to filling out the information by clicking “Save & Resume Later.” This will take you back to the module list.
- As mentioned before, you can copy information between siblings. If this is possible on a section, you will see the option shown below.

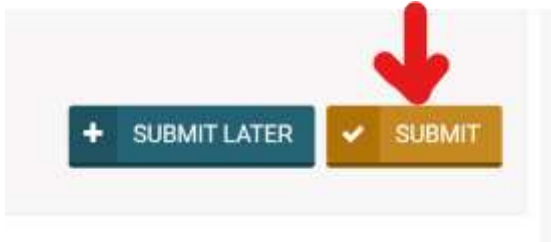
Basic Information
Important : Please remember to save your entry after completing the form.

Student Info Family Info Parent 1 Basic Info Parent 2 Basic Info Preview & Submit

Copy Sibling Details: -- Select --

SAVE

- Once you have completed each of the tabs, you be at a “Preview & Submit” tab. Please check over the information carefully! Once you are sure the information is correct, you can click the “Submit” button. This will send you back to the Modules list. You can “Submit Later” if you are not ready to submit immediately.



- If you have submitted your documents, you will see “Completed” under the module status. Continue updating each module until all say “Completed.”

Module Name	Completion Deadline	Module Type	Module Status	Action
BASIC INFORMATION Available Forms: Family Info, Parent 1 Basic Info, Parent 2 Basic Info, Student Info	02/13/2022	Mandatory	Completed	<input type="button" value="Edit"/> <input type="button" value="View"/> <input type="button" value="Change Request"/>

- Emergency Contacts and Authorized Pickup:** Please note that when filling out Emergency Contact information, there is a spot to indicate that this individual can pick up your student(s). If the emergency contact is also authorized to pick up your child, please only put them in the emergency contacts and select this option. If an individual is authorized to pick up your child but is not an emergency contact, then please list them in the authorized pickup section only. There are other items Parent Authorization section that needs to be filled out as well, so make sure you do not just skip this section because all of your authorized pickup individuals are in emergency contacts.
- Please note there is a completion deadline of February 13, 2022. As mentioned above, in order to guarantee a seat for next year, each module must say completed, the contract documents need to be signed and the registration fee needs to be paid. After February 13th, you will go in the pool with the public.

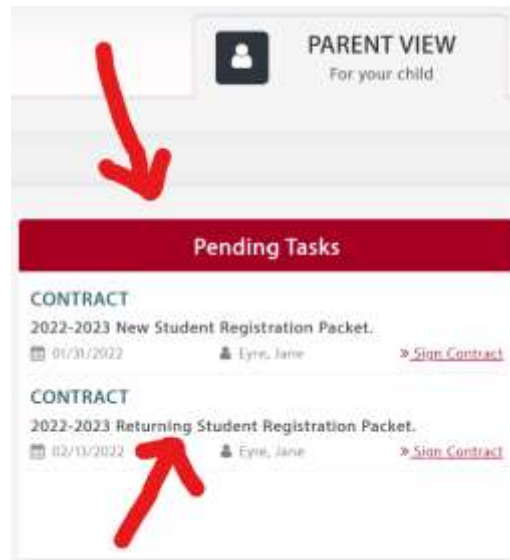
COMPLETING CONTRACT DOCUMENTS

The Contract Documents are one long section to be completed and includes the following sections:


- a. Tuition Contract 2022-2023
- b. Student Health Inventory
- c. Computer/Internet Use Agreement
- d. Sacramental Preparation
- e. Library/Field Trip Permission Form
- f. 2022-2023 PIP-Parent Involvement Program

PLEASE make sure you have filled out all of these sections or you will not be able to submit the contract. If you have more than one student, you will need to fill out the contract assigned for each student. The Tuition Contract and PIP Contract will appear only for the oldest child.

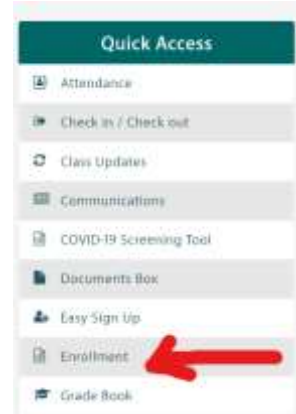
1. You can access the contracts in two ways:
 - a. The first is by clicking the red "Sign Contract" link for the 2022-2023 Returning Student or Sibling Registration Packet under the Pending Tasks. If you select this option, you will be taken directly to the contract to fill out.



- b. The second option is to click on the “Enrollment” link under the “Quick Access” menu. If you choose this option, you will

need to then select this icon  on the next page.

- c. As you go through the contract, you always will have the option to save the contract and finish filling it out later. If you choose to do this, you will want to select the “Save as Draft” button. Once you are positive you are completely finished, you will then need to click “Submit.” Make sure you click this or your contract will to show as being completed.



Please be patient as we go through this process as this is the first time all of us have worked through this process. I will be checking for completions daily. I have also included videos of how to do each of these steps on our website (www.rshscs.com). If you have problems, please do not hesitate to call the school and Dr. Spann will assist you.