



# All Saints Academy Registration Procedure

Thank you for applying to All Saints Academy. Below are the required steps for registration. All steps must be completed to be officially registered.

1. Completed Application Form (one application per child)
2. Completed ASA Financial Policies Form
3. Copy of each of the following:
  - Birth Certificate
  - Baptismal Certificate, First Communion Certificate (if applicable)
  - Most recent report card and last year's final report card for students presently in grades 1-7
  - Most recent IEP/504 plan (if applicable)
  - Immunization/Health Records
4. Create FACTS Management Account to setup your tuition payment plan
  - The \$85.00 non-refundable registration fee will be deducted through FACTS when ASA finalizes your application
  - <https://online.factsmgt.com/signin/4KDHD>

*Once steps 1-4 have been completed and received by All Saints Academy, you will receive an acceptance email.*

## Age Requirements

- Children entering preschool must be 3 years old by August 31<sup>st</sup> of the current school year
  - The child must be toilet trained, out of diapers/pull-ups and must be able to take care of bathroom needs independently.
- Children entering kindergarten must be 5 years old by August 31<sup>st</sup> of the current school year.

Completed paperwork may be dropped off at the school, mailed, or emailed.

[admissions@allsaintswebster.org](mailto:admissions@allsaintswebster.org)

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