

**WELCOME TO
THE HSCS
FAMILY**



2023-2024

NEW STUDENT REGISTRATION



210 A ST. ROCK SPRINGS, WY 82901

WWW.RSHSCS.COM

2023-2024 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 15th of August of the enrolling year.
- 2) In SchoolCues, fill out New Student Registration Contract:
 - a. Basic Student Information
 - b. Parent/Guardian Information
 - c. Tuition Contract 22-23
 - d. Sacramental Preparation
 - e. 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 (if you have completed this through the parish, please let us know)
- 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. You can pay online or by bringing in a check, cash or money order into the school.

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.



 **HOLY SPIRIT CATHOLIC SCHOOL**

22-23 NEW STUDENT REGISTRATION PACKET



CONTRACT INVITE FROM ANGIE SPANN

PLEASE COMPLETE AND SUBMIT THE ADMISSIONS CONTRACT FOR YOUR CHILD [REDACTED]

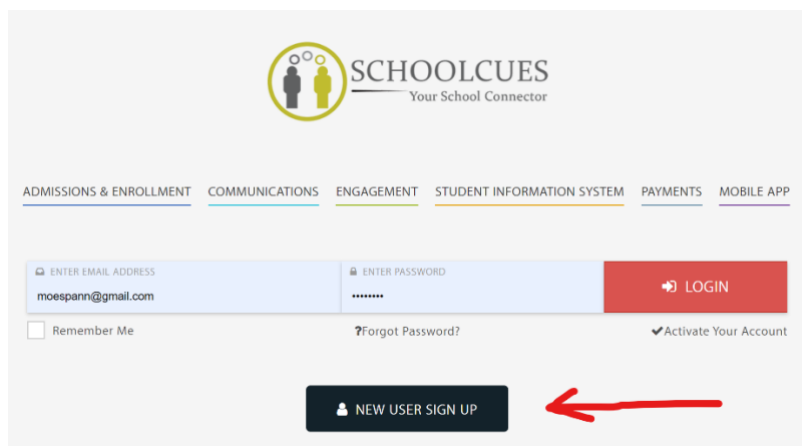
Contract Period **Wednesday, 09 February 2022 onwards**


Due On **Tuesday, 31 May 2022**

Student Name [REDACTED]

RESPOND ←

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.”



 **SCHOOLCUES**
Your School Connector

ADMISSIONS & ENROLLMENT COMMUNICATIONS ENGAGEMENT STUDENT INFORMATION SYSTEM PAYMENTS MOBILE APP

ENTER EMAIL ADDRESS
moespann@gmail.com

ENTER PASSWORD

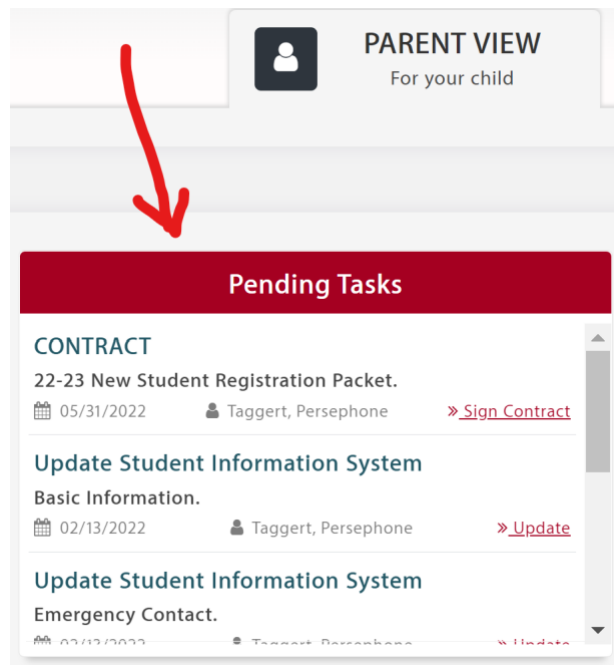
LOGIN

☐ Remember Me [?Forgot Password?](#) [✓Activate Your Account](#)

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.

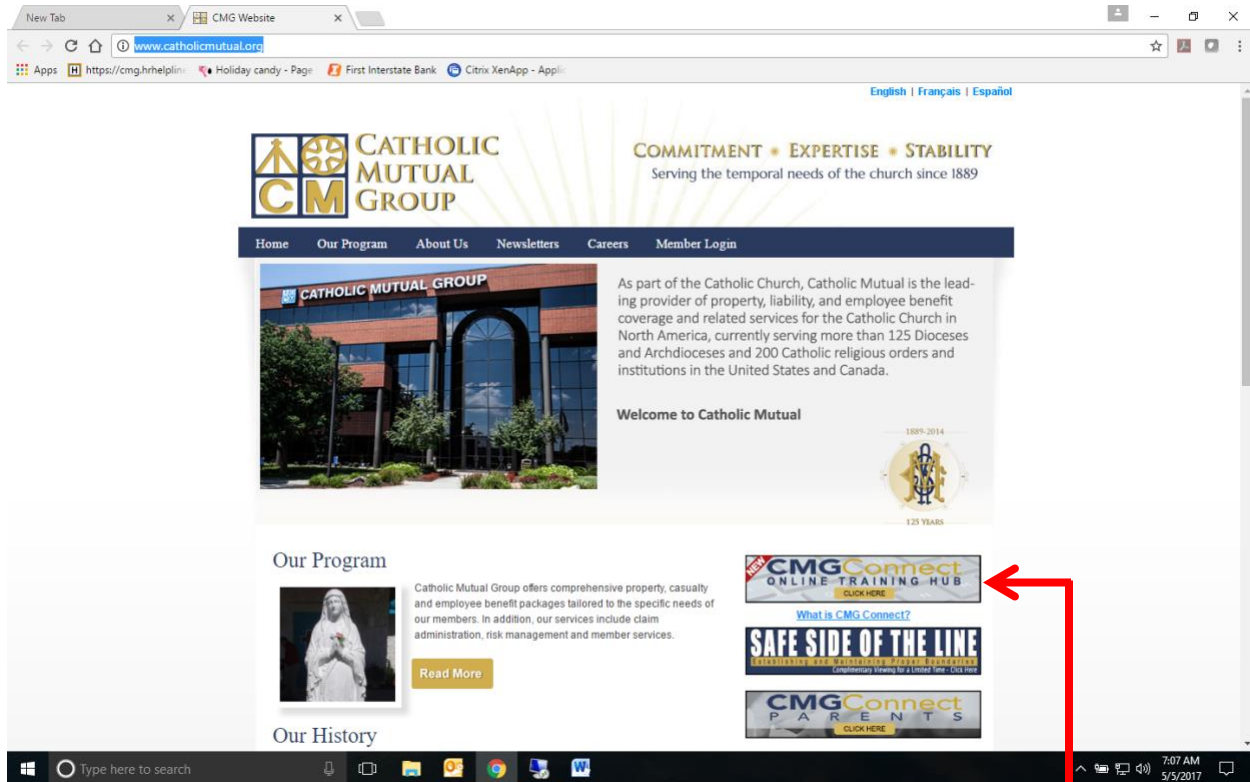
THE CONTRACT AND NON-REFUNDABLE REGISTRATION FEE MUST BE PAID IN ORDER TO HAVE A SEAT RESERVED FOR NEXT YEAR.

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

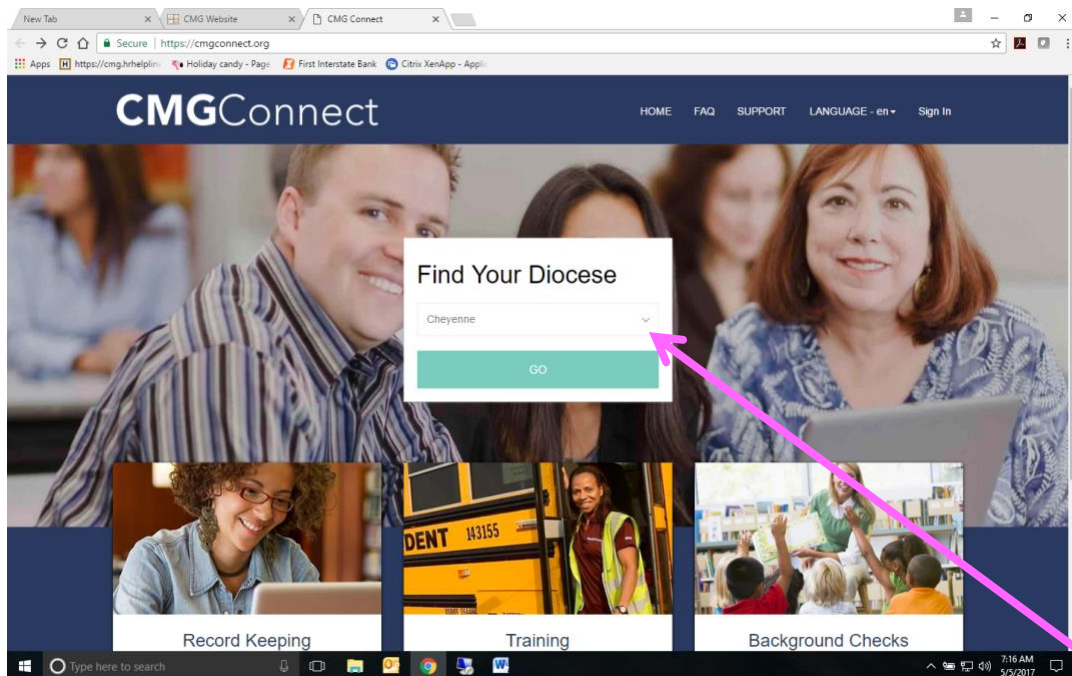
Safe Environment Training & Background Check

1. Need to log into Catholic Mutual – the link is

a. <http://www.catholicmutual.org/>

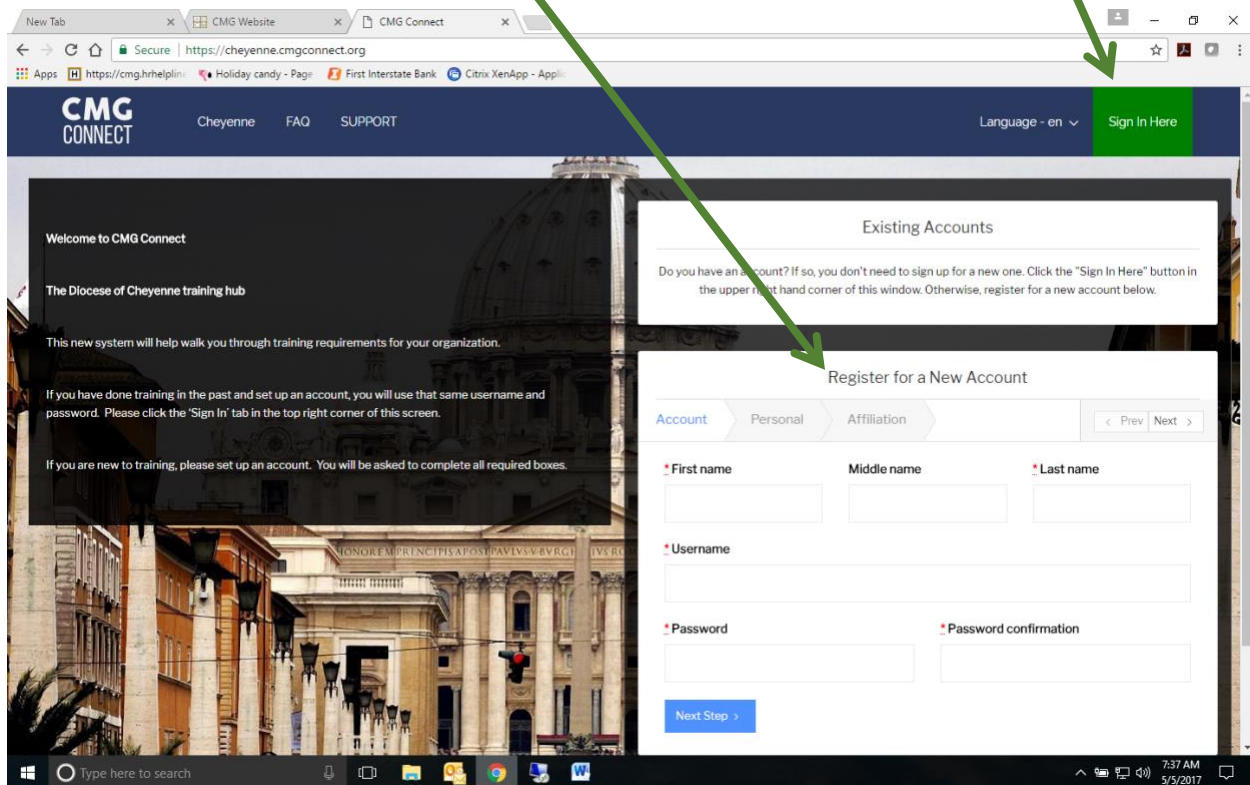


2. Select CMG – Online Training Hub



3. Need to find and Select Cheyenne - Select the “down arrow” and scroll down to Cheyenne.

4. Need to create account if you don't already have one. If you have one then “Sign In.”



5. Select the “Training” application and when the Training page opens select each training that needs to be completed. Once training completed, will have the option to print the certificate.

The screenshot displays the CMG Connect website interface. The left sidebar contains navigation links: Dashboard, Trainings, Sites, Users, Curriculum, Resources, Live Events, and Reports. The main content area is titled "Required Training Curriculums" and lists four training modules:

- A. Safe Environment Training - Cheyenne**: 5 Years. Includes: Safe Haven - It's Up to You Videos and Questions (Part 1-3). Status: Completed. Download Certificate button.
- A. Vulnerable Adults eLearning**: 3 Years. Includes: Vulnerable Adults eLearning video; Vulnerable Adults Best Practices; Quiz. Status: Completed. Download Certificate button.
- Anti-Bullying Training**: Never Expires. Includes: Bullying - Adult Training video. Status: Completed. Download Certificate button.
- Defensive Driving Curriculum**: Never Expires. Includes: Be Smart - Drive Safe II video; Volunteer Driver Questions. Status: In Progress.

Below the required trainings is a section for "Optional Training Curriculums" with a link to "Click the arrows to view additional curricula." The browser's taskbar at the bottom shows several open applications, including "CATHOLIC MUTUAL", "New Tab - Google Ch...", "CMG Connect - Goog...", "Inbox - TSkala@dioc...", "Online Payroll Service...", "Safe Environment Pre...", and "Instructions for Driver...".