

New Student Enrollment Process & Checklist

Thank you for your interest in St. Symphorosa School! Please use this checklist to complete the admission process. All documents can be found on our website under the links & forms tab. If you have any questions or concerns, please contact the marketing director at rbanden@stsymphorosaschool.org.

Only the legal guardian/custodian of the child may enroll the child in school.

- 1__ Request an application by emailing the Marketing Director
- 2__ Complete the Online Enrollment Application and Educational Report*
- 3__ Completed Request for Transfer (if applicable)
- 4__ Gather the following **required** documents
 - __ Child's Birth Certificate
 - __ Baptismal Certificate (if applicable)
 - __ A copy of the most recent report card (grades 1-8)
 - __ A \$50.00 Registration fee (non-refundable)
 - __ Immunization Record and all required exams (see below)
- 5__ Create an account with FACTS Tuition Management

If you are interested in applying for tuition assistance, please ensure that items #6 and #7 are completed:

- 6__ Apply for the Tax Credit Scholarship program**
- 7__ Complete the application for financial aid through FACTS Tuition Management

*The Educational report is required for new students entering grades 1st - 8th.

Completed Educational Reports should be directed to the principal, [Ms. Kathleen Berry](#) prior to completing the application for admission.

**Assistance determined by eligibility and availability of funding. For more information about the Tax Credit Scholarship, click [here](#).

STATE OF ILLINOIS AGE REQUIREMENTS

In compliance with state law, the following age limitations have been set for admission:

- 3 yr old Pre-school: 3rd birthday on or before September 1.
- 4 yr old Pre-School: 4th birthday on or before September 1.
- Kindergarten: 5th birthday on or before September 1.
- Grade 1: 6th birthday on or before September 1.

STATE OF ILLINOIS HEALTH REQUIREMENTS

In compliance with state law, the following completed medical, dental and eye exam forms must be provided to the school prior to the 1st day of school. **Exams cannot be older than 6 months by the 1st day of school.**

| | Physical Exam | Dental Exam | Eye Exam |
|----------------------|---------------|-------------|----------|
| Preschool | X | | |
| Kindergarten | X | X | X |
| 2nd Grade | | X | |
| 6th Grade | X | X | |
| All New Students K-8 | X | X | X |