

## Required Registration Forms Checklist For Families New to ACS



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PRINCIPAL  
BECKY TROJCAK

In order to register your child, please complete the documents listed below, and return them with your registration fee to the ACS Office at 2315 A&M. The office is open 8-3:30 and by appointment through the end of the 2016-2017 school year. Please note the summer hours are Monday through Thursday 9 a.m. to 1p.m. and by appointment.

All registration forms are available on our website at [www.angelocatholicschool.org](http://www.angelocatholicschool.org). Complete the online forms, and print the others to bring in with your registration fee, so your child's spot is reserved. Feel free to utilize the check-off list below.

- Registration Card (Online, print, complete and sign)
- Birth Certificate (We must see the original; we will make a copy.)
- Baptism Certificate (We must see the original; we will make a copy.)
- Immunization Record (We must see the original; we will make a copy.)
- Website/Marketing Permission Form (New families only; print & sign)
- Diocese of SA Background Check, unless already completed at parish
- ACS Parent/Student Handbook & Agreement Form available by June 30 (Online, print & sign)
- ACS After School Handbook & Agreement Form available online by June 30 (print & sign)
- After School Care Registration Card will be available after June 30.
- Record Request Form (For new families; online, print, complete, & sign)
- Tuition Payment Preference Form (Online, print, complete, & sign)
- Tuition Contract (Online, print, complete, & sign)

New families **MUST** create a FACTS account online. (Online, Admissions/Tuition & Fees) ACS requires the use of FACTS for tuition payments. Please call the office for assistance.

To apply for tuition assistance, all families must complete the FACTS Grant and Aid application online (Admissions/Tuition Assistance), AND print, complete, & return the Tuition Assistance Form to the school office by the date indicated). PLEASE NOTE: All deadlines must be met.

The Tuition Assistance Committee meets in May; therefore, the sooner new families can complete the information, the better. However, families registering later may still apply for tuition assistance.

**If all information is not returned to the office, and the registration fee paid, your child is not registered. Please return all forms and information to the office ASAP, so we can keep you informed throughout the summer.**