



ANNUNCIATION WELCOMES YOU 2018-2019

Application Packet and Lists of Requirements

ALL Returning K-8 Students and new siblings

- Active FACTS and RenWeb accounts**
- Admission Application (Family and individual student sections) PRINTED LEGIBLY
- Updated Documentation of Immunizations (if any) **~~AND~~** Catholic Sacraments (if any)
- Current Pastor Approval Form for parishioner tuition rate
- Scholarship (Step Up for Students, AAA/Gardiner/PLSA, McKay) Award Letter (if applicable)

ALL New K-8 Students

- Active FACTS account** (to which all registration, resource, tuition, and annual extended day charges will be added)
Register for secure online FACTS accounts by entering <https://online.factsmgmt.com> in your web browser and following the instructions through to setting up your banking information. An annual fee of about \$38 will be charged by FACTS Tuition Management for 3 or more payments.
- Admission Application (Family and individual student sections) PRINTED LEGIBLY
- Local Pastor Approval Form for parishioner tuition rate—Non-parish rate will be charged until school receives
- Documentation
 1. Birth certificate (legible copy of state issued document)
 2. Baptismal certificate (**if baptized in ANY faith tradition**)
 3. Social Security Card (legible copy for all VPK and Kindergarten students)
 4. Health Form/Physical: DH 3040 less than 1 year old from your Florida doctor
 5. Immunization Form: DH 680, showing complete, age/DOB-appropriate immunizations*
***(NO EXEMPTIONS ALLOWED. We accept NO medical or religious exemptions.)**
 6. Report Cards—2 immediately prior years (if entering grades 1-8)
 7. Standardized Test Results—2 immediately prior years (if entering grades 3-8)
 8. IEP/Psychological Testing Results (if applicable)
- Scholarships
 - a) **Step Up for Students** Award Letter
 - b) **McKay**—SSN of parent who will sign voucher checks, notarized Affidavit
 - c) **AAA/Gardiner/PLSA**—correspondence listing requirements of funding agency

ALL VPK and PK-4 (self-pay) Students

VPK Website: www.ecs4kids.org

- Active FACTS/RenWeb accounts** (to which all extended day charges will be added; any self-pay tuition will be added)
Register for secure online FACTS accounts by entering <https://online.factsmgmt.com> in their web browser and following the instructions through setting up your banking information. An annual fee of about \$38 will be charged by FACTS Tuition Management for 3 or more payments.
- Admission Application (Family and individual student sections) PRINTED LEGIBLY
- Documentation
 1. Birth certificate (legible copy of state issued document)
 2. Baptismal certificate (**if baptized in ANY faith tradition**)
 3. Social Security Card (legible copy)
 4. Health Form/Physical: DH 3040 less than 1 year old from child's Florida doctor
 5. Immunization Form: DH 680, showing complete, age/DOB-appropriate immunizations*
***(NO EXEMPTIONS ALLOWED. We accept NO medical or religious exemptions.)**
- VPK ONLY:** VPK Certificate issued by Episcopal Children's Services for Clay County, signed by parent

ANNUNCIATION

WELCOMES YOU!

2018-2019 Family Registration Page 1 of 2

Family Page: Number of Students to be Registered _____ (individual student pages to be attached)	
_____ Last Name of Family	_____ Other Last Names of Registered Students in this Family
_____ Residence or Mailing Address of Family	_____ E-mail address of family (print legibly!)
_____ City FL 32 _____ Zip	_____ Main phone numbers (with area code, if not 904) of family
<input type="checkbox"/> Sacred Heart/FI <input type="checkbox"/> St. Catherine <input type="checkbox"/> St. Luke <input type="checkbox"/> MQH (Signed form for tuition rate discount)	<input type="checkbox"/> Not Catholic _____ Other religious affiliation or practice in home

Agreements by family, applicable to all students registered:

General Release of Liability: My/our signature(s) on this page hereby releases and forever discharges Annunciation Catholic School, its officers, agents, and employees from all claims and demands, rights and causes of action of any kind that the members of this family now has or hereafter may have on account of or in any way arising from personal injuries known or unknown to the signers of this agreement and property damage resulting from any occurrence which may happen to our child/ren (or legal ward), during his/her stay at Annunciation Catholic School.

Emergency Care: I/we understand that in case of accident or serious illness, if the school is unable to reach a parent or guardian, I/we hereby authorize Annunciation Catholic School at its discretion to contact emergency personnel and to allow these professionals to administer treatment and/or transport the child/ren for treatment. The school is further authorized to provide helpful medical and family contact information to these health care providers if it has been provided to the school.

Non-Urgent Care: I/we understand that in case of accident or serious illness for which the child does not require professional emergency care providers, every effort will be made to contact a parent/guardian. In the event the school is unable to reach a parent/guardian, I/we hereby authorize Annunciation Catholic School at its discretion to call in the order I/we have listed, an emergency contact to request that he/she remove the child from the school.

Internet Acceptable Use Policy: I/we understand that the Internet is a powerful tool that must be used with responsibility, that the school has the right and responsibility to make and enforce rules for acceptable use. Our family has discussed and agrees to support the rules of the school.

Diocese of St. Augustine Volunteer Policy: The school requires each family to provide service to the school equaling 12 hours per semester, with documentation of this service to be provided to the school by December 15 and May 18 of each academic year that the family has a child in the school. These hours are not the same as service hours required by the family's parish. The Diocese of St. Augustine requires without exception that each volunteer who will have contact with students on behalf of the school must submit to the school proof of having attended Virtus' "Protecting God's Children" class, be fingerprinted at an approved facility, submit background check paperwork, and await clearance through the Diocese's Safe Environment Department. Volunteers who will not have contact with students do not have to meet these diocesan requirements.

Handbook: I/we understand that rules and discipline are important to the safety of my/our child/ren and all others who learn, work, visit, and volunteer at Annunciation Catholic school. This family agrees to abide by those rules and those published additionally when necessary.

Confidentiality: I/we understand that the information provided here is kept confidential unless the school finds it necessary to provide it to medical, law enforcement, or special education providers.

Permit: I am/we are legally permitted to register the child/ren whose information is attached.



Agreement Signature(s)
_____ Parent/Guardian 1
_____ Parent/Guardian 2
~
My/our signature(s) above signify my/ our acceptance of the policies set forth at left as conditions of registration at Annunciation Catholic School.

Continue on reverse

ANNUNCIATION

Registration for 2018-2019 School Year Student Registration Page 2 of 2



Student _____ live(s) with:

- Both parents
 Mother only
 Father only
 Mother and Stepfather
 Father and Stepmother
 Guardian(s)/Other _____ Any deceased parent(s)?
 Mother
 Father

Is there a custody situation of which the school should be aware?
 No
 Yes (If yes, complete Custody Order required at school)

Parent/Guardian with legal right to enroll student(s)

Parent/Guardian with legal right to enroll student(s)

Primary Email (frequently checked for school messages)

Primary Email (frequently checked for school messages)

Occupation/Employer

Occupation/Employer

(_____) _____
Cell Phone Work Phone

(_____) _____
Cell Phone Work Phone

Non-Custodial Parent/Guardian-

Non-Custodial Parent/Guardian-

Is this ↑ person allowed to pick up child?
 Yes
 No

Is this ↑ person allowed to pick up child?
 Yes
 No

Non-Custodial Parent/Guardian Primary Email

Non-Custodial Parent/Guardian Primary Email

Non-Custodial Parent/Guardian Occupation/Employer

Non-Custodial Parent/Guardian Occupation/Employer

(_____) _____
Non-Custodial Parent/Guardian Cell Phone & Work Phone

(_____) _____
Non-Custodial Parent/Guardian Cell Phone & Work Phone

When the school is unable to reach a parent/guardian listed above, I/we authorize the school to call the persons listed below to assume temporary care of my child, to pick up/leave campus for rest or medical attention, or to transport my child to an off-campus student activity in the event other arrangements have not been made known to the school. **I/we will add and delete as necessary in this student's ParentsWeb profile any other individuals who may also provide this assistance for this student.**

1. Name _____ Relationship to Student _____
 Cell Phone _____ Other Phone _____
2. Name _____ Relationship to Student _____
 Cell Phone _____ Other Phone _____

Required Race Demographics for County, State, U.S. Statistics:

- American Indian/Native Alaskan
 Asian
 Black
 Native Hawaiian/Pacific Islander
 White/Caucasian
 Two or more races

Reverse side
completed?

Office Use:	
On File (OF) or Provided (P):	Birth Cert. ____ SSN ____ DH3040 ____ DH680 ____ Baptismal Cert. ____ IEP ____ Other Dox ____
	New to ACS provided from immediately prior 2 years: report cards (grades 1-8) ____ and standardized test results (grades 3-8) ____
Family Page ____	# of Student Page(s) ____ Custody documents ____ RW-1 ____ RW-2 ____ DB ____ QB ____ FACTS ____
Parish Discount Form ____	Circle Scholarship Documents: SUFS ____ Award Letter
	VPK/ECS Certificate ____ McK ____ Affidavit SSN ____