

## Aquinas Application Process and Document Checklist

Application (completed in three steps)		<p><b>Step 1</b> – Complete the online application. The link is on the admissions page &gt; how to apply</p> <p><b>Step 2</b> – Download and complete the Family Faith Form, Request for Records, Parent Questionnaire, and Student Questionnaire(s).</p> <p><b>Step 3</b>– Pay the application fee. Payment can be submitted by check to the school office or paid via the link on the admissions &gt;how to apply page</p> <p><b>Step 4</b> – Complete application for Tuition Assistance, if needed</p>
Application Fee		Link on admissions >How to Apply page. Non-refundable application fee of \$75.00 for sibling of a current family or \$150 for a new family
Copy of Birth Certificate		Uploaded, emailed, or mailed. A copy is required with your application and may be uploaded directly into the online application
Copy of Sacramental Records (Baptismal certificate required for Catholic families)		Uploaded, emailed, or mailed: Catholic applicants only. Includes Baptismal, Reconciliation, and First Eucharist (if they have been received). In order for you to receive the Parishioner or Catholic rate a baptismal certificate must be submitted with your application
Student Recommendation Form		The student recommendation form will be emailed by the school to your child’s current academic teacher. The teacher will email it directly back to the school office. We use the information you provide on the Parent Questionnaire.
Family Faith Form (old Parish Confirmation Form)		<p>Found in the supplemental forms link on the admissions page. Mailed or emailed. This <b>form is required for all applicants</b> whether they are Catholic or not. For non-Catholic families, the form should be completed and submitted with the other documentation/forms. For Catholic families, the form should be submitted to your parish at the following email addresses:</p> <p>Sacred Heart –<a href="mailto:office@shcva.org">office@shcva.org</a></p> <p>St. Elizabeth Ann Seton - <a href="mailto:receptionist@setonlakeridge.org">receptionist@setonlakeridge.org</a></p> <p>Our Lady of Angels –<a href="mailto:general@olacc.org">general@olacc.org</a></p> <p>Catholic families out of the area should also complete and submit the form to their current parish so they can receive the Catholic rate for the first year.</p>
Parent Questionnaire		Download from the website or copies can be picked up in the school office. One per student. Can be emailed or dropped off at school office.
Health Forms- Immunizations and School Entrance Health Form		Found in the supplemental forms on the admissions page. Mailed, emailed, or dropped off at the school office. At a minimum, a list of immunizations for your student has to be submitted. The completed School Entrance Health Form is required before a student will be allowed to start in August. Physical dates on the School Entrance Health Form (pg. 4) must be within one year of the first day of school (8/21/2024). Please do not wait until the last minute to schedule your physicals.
Student Questionnaire		Required for students applying for grades 1-3 and 4-8.

	Custody Decree	Mailed, emailed, or dropped off at school office. A copy of the custody decree should be provided with the other documentation.
	IEP/504/ELL or other information	If you child has an IEP or 504 plan please contact the admissions office <b>before</b> completing the application documentation so we can determine if we can accommodate the student
	Discipline	If your child has ever been suspended, dismissed, expelled, or not permitted to re-enroll in a school we will require those records to review prior to submitting your application
	Request for Records/Student Records	Found in supplemental forms on the admissions page >how to apply. Required for students applying for grades 1-8. Form can be mailed, emailed, or dropped, at school office. Aquinas will request records for students who attend public/private school. Homeschooled students should submit report cards and testing with their other documentation.