

Aquinas Application Process and Document Checklist

	Application steps	<p>Step 1 – Complete the online application. The link is on the admissions page > how to apply</p> <p>Step 2 – Download and complete the Family Faith Form, Request for Records, Parent Questionnaire, and Student Questionnaire. Email completed forms to admissions@aquinastars.org or drop them off at the school office.</p> <p>Step 3– Pay the application fee. Payment is made via the link on the admissions >how to apply page</p> <p>Step 4 – 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 Catholic rate a baptismal certificate must be submitted with 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.
	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	<p>Found in the supplemental forms link on the admissions page. Mailed or emailed. This form is required for all applicants 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 or dropped off at your parish office.</p> <p>Sacred Heart – office@shcva.org</p> <p>St. Elizabeth Ann Seton - receptionist@setonlakeridge.org</p> <p>Our Lady of Angels – olas.t.a.r.s@olacc.org</p> <p>Catholic families that are out of the area should also complete and submit the form 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 with your application. The completed School Entrance Health Form is required before a student will be allowed to start and must be submitted by August 1 . Physical dates on the School Entrance Health Form (pg. 4) must be after 8/24/2024. 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 before 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