

## Aquinas Application Process and Document Checklist

	Application (completed in three parts)	<p><b>Part 1</b> – complete the online application using the link on the on admissions page of website.</p> <p><b>Part 2</b> – Download and complete the Parish Confirmation Form, Request for Records, Parent Questionnaire, and for students in grades 6-8, the Middle School Questionnaire. Submit documentation listed below as applicable</p> <p><b>Part 3</b> – Pay the application fee. Payment can be submitted by check to the school office or paid via the link on the admissions page</p>
	Application Fee	Link on admissions process 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	Uploaded, emailed, or mailed: Catholic applicants only. Includes Baptismal, Reconciliation, and First Eucharist (if they have been received).
	Student Recommendation Form	The student recommendation form will be emailed by the school to your child’s current academic teacher. Teacher will email directly back to the school office.
	Parish Confirmation Form	<p>Found in the document 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:</p> <p>Sacred Heart – <a href="mailto:office@shcva.org">office@shcva.org</a>            St. Elizabeth Ann Seton - <a href="mailto:receptionist@setonlakeridge.org">receptionist@setonlakeridge.org</a>            Our Lady of Angels - <a href="mailto:general@olacc.org">general@olacc.org</a></p> <p>Catholic Families that are out of the area should also complete and submit the form so they can receive the Non-Parishioner for the first year.</p>
	Health Forms- Immunizations and School Entrance Health Form	Found in the document link on the admissions page. Mailed, emailed, or dropped off at school office. At a minimum, a list of immunizations for your student should be submitted. The completed School Entrance Health Form is required before a student will be allowed to start in August. Physicals on the School Entrance Health Form (pg. 4) must be within one year of the first day of school (8/23/2021). Please do not wait until the last minute to schedule your physicals.
	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.
	Request for Records/Student Records	Found in document link on the admissions page. 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 other documentation.