



# SAINT PATRICK SCHOOL

SPONSORED BY THE DAUGHTERS OF CHARITY



## Enrollment Process for New Students 2017 – 2018 Academic School Year

**We are glad you are interested in enrolling your child as a student at Saint Patrick School. The following is a guide in the admission process. If you have questions or concerns anytime during this process, please call the School Office at 408-283-5858.**

- Complete an online application. Go to the “Admission” page of the school website. There is a link to the on-line TADS “Admissions and Enrollment” section. Please complete the application.. There will be a \$50.00 application fee (non-refundable) required for each child applying to Saint Patrick.
- Once you complete the application you will receive a phone call asking you to bring to the School Office the following documents: child’s birth certificate, baptismal certificate, First Communion certificate (if applicable), copy of latest report cards (Kindergarten – 8<sup>th</sup> Grade) and wallet size photo of student.
- Potential Students currently in Kindergarten through Seventh Grade will be asked to “shadow” for a day in the grade they are in currently. They will also be given an assessment in the core subject area. Arrangements for “shadowing days” are made through the School Office.
- Future Transitional Kindergarteners and Kindergarteners will be given a “readiness assessment” starting in February 2017.
- Letters of acceptance or non-acceptance will be sent once all the necessary documents, assessments and shadowing (if necessary) are completed.
- Once a student is accepted complete the online *enrollment* process under your TADS account. The section to be completed is “Admissions and Enrollment”. There is a \$100.00 per family non-refundable deposit due at the time of enrollment.
- **ALL** Saint Patrick School families regardless if financial assistance is required or not must complete **the Financial Aid Assessment Form** in your TADS account. Be sure to include required documentation.
- **If you will need financial assistance, the following must be completed:**

The **2017 FACTS Financial Aid Form**. It is available on the school website (<http://stpatrickschool.org/finances.html>). This form must be submitted online and is due to FACTS on February 15, 2017. Be sure to include required documentation. This is used by the Diocese of San Jose to award financial assistance. There will be a processing fee for this form.

**BASIC Fund Financial Aid Form** available on school website or in in school office or on school website. BASIC FUND is also on-line print form [www.basicfund.org](http://www.basicfund.org) (*BASIC Fund available to NEW students.*) This form is due on February 28, 2017 in the School Office for first priority consideration.