

TIME-LINE FOR ADMISSIONS PROCESS

By end of January 2010	Cover letter and forms (registration checklist, enrollment contract, parish subsidy form, and FACTS Tuition Agreement) are mailed to pre-registered students' homes.
January 21, 2010 10:00 – 11:00 AM	Open House at St. Thomas Aquinas School Informational meeting begins in the cafeteria.
February 2009 Scheduled appointments	Registration and interview with parents of prospective students for school year 2010-2011. Parents schedule a kindergarten screening appointment at time of registration.
March & April, 2010 Scheduled appointments from 10 AM – 2:30 PM	Kindergarten screening for prospective students is administered by STAS teachers in the school cafeteria. Screening determines readiness for kindergarten and takes approximately one hour. Students are evaluated on visual and listening comprehension skills, knowledge of numbers, letters, shapes and colors, the ability to print first and last names (no nicknames), and motors skills.
By April 30, 2010	Kindergarten screening results and acceptance letters are mailed to students' homes.
By May 3, 2010	Parents of prospective students enrolling for grades 1-5 will be contacted to schedule any required placement test.* Acceptance letters sent after review of test results.
June 30, 2010	The school mails information packets containing classroom assignment list, school calendar, school supply list, emergency contact form, and medical history report forms.
July 1, 2010	Due date for full payment of tuition for families not on FACTS payment plan. Due date for parish subsidy for families that do not qualify for subsidy payment from a Catholic parish.
Beginning January 3, 2011	Registrar accepts applications to pre-register students for school year 2012-2013. (Kindergarten students must be 5 years old prior to September 1 st).

*The principal requires a placement test for students seeking enrollment in grades 1 – 8. Prior to acceptance, students seeking to enroll in mid-school must attend a one-day session at St. Thomas Aquinas School as part of the admissions process. The mid-school placement test will be given at that time.