



## Registration Checklist

- Go to [www.saintmarkcatholicsschool.com](http://www.saintmarkcatholicsschool.com) and select the apply tab on the home page to register online. Some of you may have already completed this step.
- Register for FACTS – our online payment system – this will confirm your child’s registration
  - a. Scroll all the way to the bottom of the home page on our website.
  - b. In the bottom right hand corner will be the word FACTS & a graduation cap.
  - c. Click on this link. (It is the same link that you will use to apply for tuition assistance.)
  - d. Set up your own account for payment.
  - e. You may choose to do this via a checking account or credit card.
  - f. You may also choose the time of the month that you wish for the payment to come out.
  - g. You will receive an email each month reminding you that a payment is coming due and will be withdrawn soon.
  - h. If you wish to pay via the 12 month plan, you must complete this by June 1.
- Pay the required fees for Registration, Books, Supplies, and Technology.
- Submit a copy of your child’s Birth Certificate to the school office.
- Pre-K families should confirm with the office, as soon as they have paid fees, which days they plan to attend and if they will be coming full or half days.
- Fill out online paperwork after registering for FACTS and paying fees
  - a. Go to our website and click on Current Students at the top of the home page.
  - b. Fill out all 7 forms listed under Student Forms
- Submit copies of the following Health Forms to the school office:
  - a. KY Certificate of Immunization
  - b. KY Certificate of Physical Exam
  - c. KY Certificate of Eye Exam – Kindergarten students and above
  - d. Dental Screening – Kindergarten students and above
- Sign records release for previous school – if applicable
- Obtain necessary uniforms
  - a. Our handbook with required uniforms can be found on our website.
  - b. We have a used uniform closet with uniforms that we give out for free if we have something to fit your child.
  - c. Pre-K students will only need one uniform to be used for Mass days and school pictures.

If you have any questions, please do not hesitate to call or stop by the school office as we will be glad to help you. Thank you again for sharing your children with us!

*Cathy A. Cornett*

Cathy A. Cornett, Principal  
St. Mark Catholic School