

## New Student Enrollment Process & Checklist

Thank you for your interest in St. Symphorosa School! Please use this checklist to complete the admission process. All documents can be found on our website under the links & forms tab. If you have any questions or concerns, please contact the marketing director at [rbanden@stsymphorosaschool.org](mailto:rbanden@stsymphorosaschool.org).

**Only the legal guardian/custodian of the child may enroll the child in school.**

- 1\_\_ Request an application by emailing the Marketing Director
- 2\_\_ Complete the Online Enrollment Application and Educational Report\*
- 3\_\_ Completed Request for Transfer (if applicable)
- 4\_\_ Gather the following **required** documents
  - \_\_ Child's Birth Certificate
  - \_\_ Baptismal Certificate (if applicable)
  - \_\_ A copy of the most recent report card (grades 1-8)
  - \_\_ A Registration fee (non-refundable)
  - \_\_ Immunization Record and all required exams (see below)
- 5\_\_ Select your tuition payment plan when you receive your first email from FACTS

### STATE OF ILLINOIS AGE REQUIREMENTS

In compliance with state law, the following age limitations have been set for admission:

- 3 yr old Pre-school: 3rd birthday on or before September 1.
- 4 yr old Pre-School: 4th birthday on or before September 1.
- Kindergarten: 5th birthday on or before September 1.
- Grade 1: 6th birthday on or before September 1.

### STATE OF ILLINOIS HEALTH REQUIREMENTS

In compliance with state law, the following completed medical, dental and eye exam forms must be provided to the school prior to the 1<sup>st</sup> day of school. **Exams cannot be older than 6 months by the 1st day of school.**

	Physical Exam	Dental Exam	Eye Exam
Preschool	X		
Kindergarten	X	X	X
2nd Grade		X	
6th Grade	X	X	
All New Students K-8	X	X	X