

Visitation of Our Lady Catholic School

Registration Instructions for New Students

Step 1: Complete the Registration Form

- Be sure to fill in all lines on **both** sides of the form.
- Do not use middle initials; complete middle names are required.
- Complete and sign the emergency/medical information on the **back** of the registration form.
- Provide copies of all necessary documents as well as originals for the documents listed below.

Step 2: Required Documents

Your registration form and fee will not be accepted unless copies of the following documents are included:

Required from all students:

- Birth certificate (original & copy)
- Social Security card (original & copy)
- Immunization records (an updated copy)

Required if applicable:

- Baptismal certificate (original & copy)
- First Communion certificate (original & copy)
- Church voucher
- Copy of current report card for the 2017 – 2018 school year
- Copies of all previous years' report cards
- Copies of all standardized test scores (applicable for any students registering for 4th – 7th grades)
- Custody papers (if applicable)

Step 3: Interview Process

- A short interview with a school administrator is required to complete the registration process. The registration fee must be paid at this time. If space is unavailable, the fee will be returned.

Pre-Kindergarten and Kindergarten Students' Age Requirements

For those students entering pre-kindergarten or kindergarten, please note the following:

Pre-K 2	Students must be two (2) years old on or before September 30, 2018.
Pre-K 3	Students must be three (3) years old on or before September 30, 2018.
Pre-K 4	Students must be four (4) years old on or before September 30, 2018.
Kindergarten	Students must be five (5) years old on or before September 30, 2018.