



# ST. FRANCIS XAVIER SCHOOL ADMISSIONS CHECK LIST

Print this checklist and visit our website [www.saintfrancisxaverschool.com](http://www.saintfrancisxaverschool.com) for additional information and forms.

## REQUIRED FOR REGISTRATION:

### FORMS NEEDED — (If not on file in School office)

- Completed Application
- Registration Fee \$125 (Jan) \$175 (Feb-Dec)
- Immunization Record
- Birth Certificate
- Baptismal Certificate
- Social Security Card
- School Transcript (K-8)
- Parish Verification (if not active, registered and supporting member at St. Francis Xavier Church)
- Books & Fees \$200.00 per student  
K 1 2 3 4 5 6 7 8 due August 1, 2010
- Student Emergency Form (one per student)
- Email Address on File with School office
- School Supply List
- Release and Authorization Form –  
Permission for Publication, yearbook photos,  
news articles, etc.
- Uniform Policy (Please review)
- Technology User Acceptance Form  
(one per student K-8)
- Rapid Alert Emergency Notification  
complete & submit to school office

## TUITION PAYMENT - OPTIONS

- Monthly Tuition Payments through FACTS Tuition Management Company -10 or 11 monthly payments (Aug-Jun, July)  
Forms available in school office
- Pay in Full. Payments are due by August 1.  
\* Please notify office if you plan to pay in full.

## USED BOOKS & UNIFORM SALE

- Contact the School office 871-1687.

## ADDITIONAL FORMS AVAILABLE

- After School Care Information & Registration Forms
- School Yearly/Monthly Calendars
- Monthly Lunch Order Forms/Menu  
(or you may send sack lunch)  
Make checks payable to SFX SCHOOL
- Parish Verification Forms (Required for all Catholic families not registered at St. Francis Xavier).
- Volunteer Opportunities - Get involved with *your* school.
- Chess – Exciting *New* Chess opportunities
- Soccer Registration Forms (K-8)
- Volleyball Registration (Girls Grs. 3-8)
- Room Parent Volunteer
- Uniform Order Forms
- Youth Protection Forms DI-2, AS-1  
(required for parents volunteering at school, playground, lunch service, drive on field trips, etc.)

## OTHER

- Please make sure the school office has current address and telephone numbers for Family/Student Directory.
- Submit email address to school office for weekly and monthly school communication.

**CALL THE SCHOOL OFFICE IF YOU  
HAVE ANY QUESTIONS (205) 871-1687  
or Email [saintfrancisxaverschool@gmail.com](mailto:saintfrancisxaverschool@gmail.com)**