



ST. JUDE 2022/2023 REGISTRATION

This registration packet contains items your family will need for the coming school year. Please review the contents and contact the school office with any questions. Office@stjudecatholic.com or 309-243-2493.

STEPS TO PREPARE FOR THE NEW SCHOOL YEAR:

1. **Complete and return all fillable forms.**

2. **Log in to SchoolSpeak and update the profiles for all family members.**

3. **Create/Update the FACTS tuition account at <https://online.factsmgmt.com/signin/4GFJH>.**

ALL FAMILIES must establish a FACTS account so tuition payments may be recorded. Returning families' 2022/2023 tuition will be entered in FACTS using the payment schedule chosen for the 2021/2022 school year. New families will have charges added to their FACTS account once they create it, and will be notified to review their account before payments begin.

An annual \$25 PTO membership fee will be added to the first tuition payment of the school year.

4. **Pay any outstanding tuition or fees from the 2021/2022 school year.**

If your family has any unpaid balances from the prior year, a GREEN BALANCE DUE SHEET has been placed in this packet. Enclose a check with your paperwork or pay online through SchoolSpeak. If extenuating circumstances exist please contact the school office for assistance. We are happy to work with you. If you do not have a green sheet in your packet you may assume your 21/22 accounts are paid in full.

5. **Schedule your child's physical exams and request records as required.**

If your student is new to St. Jude or a returning student entering Kindergarten, 2nd or 6th grade additional paperwork and/or proof of immunizations, medical/dental/vision exams may be needed prior to the first day of school. Please read the details on the back of this sheet for specifics. **Per state regulations, students who fail to present the required forms may be excluded from school until paperwork is received.** Students in grades 1 and up who are transferring to St. Jude will also need to submit a request for records from their former school.

6. **Return completed paperwork and documents in any of the following ways:**

- Drop off during summer office hours: M-Th, 9:15 AM-Noon in June and August or in the black dropbox above the doorbell after hours. (School is closed the month of July)
- Mail to the school using the enclosed envelope.
- Scan and email to office@stjudecatholic.com
- Fax to the school office at 309-839-8142

7. **Complete Safe Environment Process:**

Adults wishing to help in the classroom, assist with school events, or chaperone field trips will need to complete this process. Any training completed prior to September 2018 is no longer valid. If you have not yet recertified since September 2018, please visit <https://peoria.cmgconnect.org/> to complete the Safe Environment video training module, Selection.com online background check, CANTS form, and Safe Driver training. If you are unable to scan or fax your CANTS form from home you may return it to the school office over the summer or once school is back in session.

8. **Watch for the following to come via email:**

The Student/Parent Handbook and information on our Volunteer program will be emailed out as soon as possible this summer.